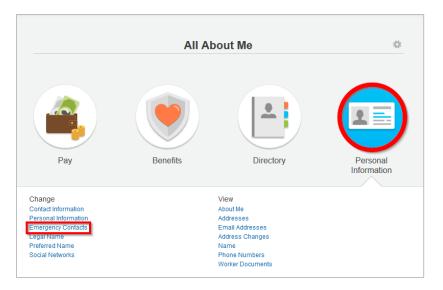
STAFF AND FACULTY: EMERGENCY CONTACT CHANGE

Follow the steps below to change your emergency contact in Workday.

1. Open the **Personal Information** worklet and click the **Emergency Contacts** link in the **Change** section of the pop-up window:



2. Click the **Edit** button to make changes to an existing emergency contact:

E Q search	h		workday	J.	Wonder Woman	•
My Emergen Wonder Won Edit						
Priority	Emergency Contact	Relationship	Preferred Language	Primary Contact Information	Alternate Contact Information	×I
- Honty		-	- referred canguage	-		
1	Super Man	Sibling		2 + 999-9999		

3. Click the **Contact Information** tab to access phone and address fields:

Edit Emergency Contact							
Related to Worker	Wonder Woman						
Relationship 🚽	Sibling	<⊞					
Preferred Language	search						
Contact Priority	 Primary Secondary 						
	 None of the above 						
Name	Contact Information						
Name Phone	Contact Information						
	Contact Information						
Phone	Contact Information						
Phone Add Phone	Contact Information	(III)					

4. Make changes to contact details as needed, then click the **OK** button to submit:

Area Code								
Phone Number	*	999-9999						
Phone Extension								
Phone Device	*	Mobile	▼					
Туре	*	search	<⊞					
		× Work						
Primary Work								
Primary Home								
Use For		search	<:::					
Visibility		Public						
Comments								
Shared With		Super Man						
		Change for this Contact only						
Address		 Change for all Contacts above 						
Add Address								
Email								
Add Email								
Instant Messenger								
Add Instant Messenger								
Web Address								
Add Web Address								
OK Cancel								