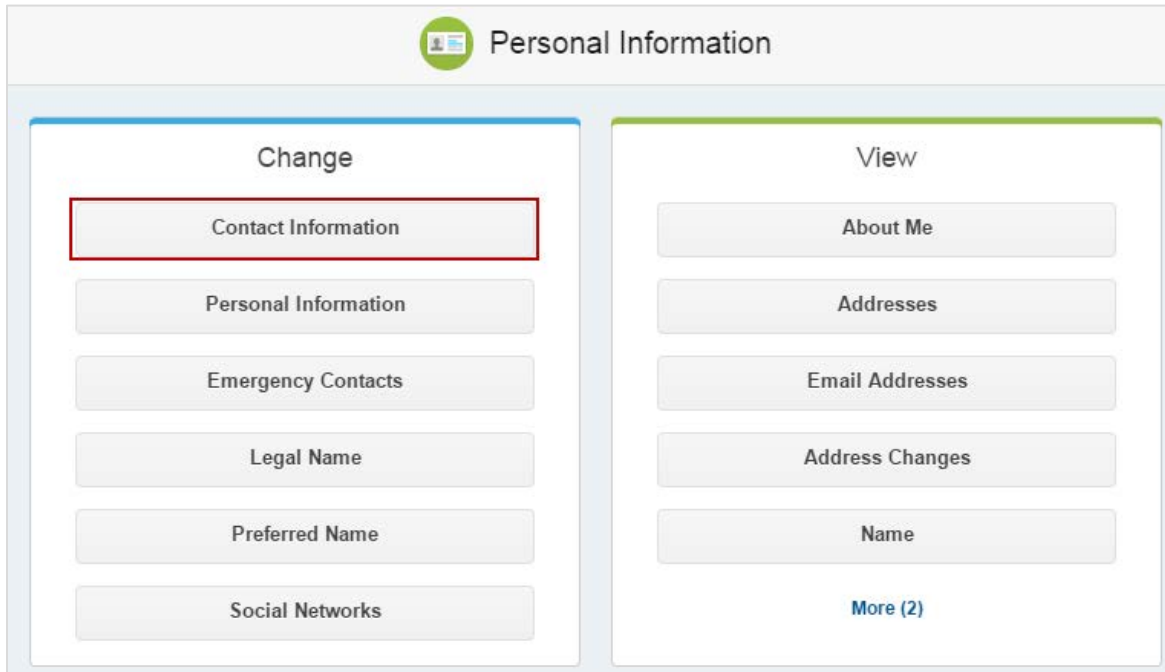


HOME ADDRESS CHANGE

Follow the steps below to update your home address in Workday. Student employees should update their addresses with the Registrar.

1. In your **Home** screen, click on **Personal Information**. Next choose **Contact Information** link in the **Change** section.



Personal Information

Change

Contact Information

Personal Information

Emergency Contacts

Legal Name

Preferred Name

Social Networks

View

About Me

Addresses

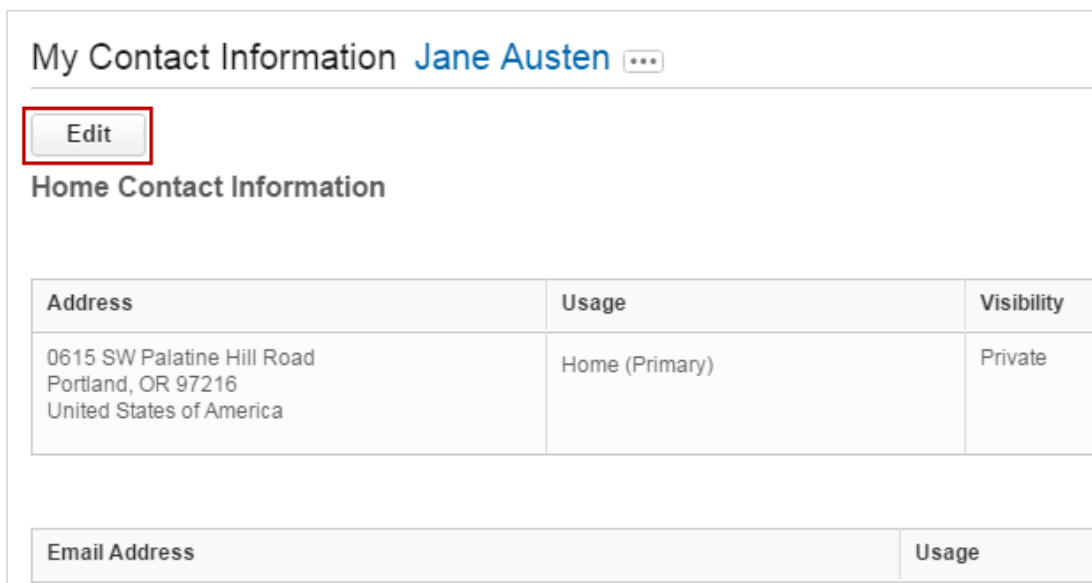
Email Addresses

Address Changes

Name

More (2)

2. Click the **Edit** button to continue:



My Contact Information Jane Austen







Edit

Home Contact Information












Address	Usage	Visibility
0615 SW Palatine Hill Road Portland, OR 97216 United States of America	Home (Primary)	Private

Email Address	Usage
---------------	-------

3. Click the **Edit** icon in the **Primary Address** row to make changes:

Home Contact Information						
Primary Address	Address	0615 SW Palatine Hill Road, Portland, OR 97216	Usage	Visibility	Private	
Additional Address						
Primary Phone						
Additional Phone						
Primary Email	Address	★ hr@clark.edu				
Additional Email						


4. Make changes as needed in the address fields, then click the **Done** button to continue:

Home Contact Information						
Primary Address	Address ★	123 Main Street, Portland, OR 97216	Usage	sear	 Details  Undo 	
Additional Address						
Primary Phone						
Additional Phone						
Primary Email	Address ★	hr@clark.edu				
Additional Email						
Primary Instant Messenger						
Additional Instant Messenger						
Primary Web Address						


Address

123 Main Street, Portland, OR 97216

Effective Date

03/13/2015 

Country ★

United States of America 

Address Line 1 ★


123 Main Street

Address Line 2

City ★

Portland

State ★

Oregon 

Postal Code ★

97216

County

Done

5. Click **Submit** at the bottom of the screen to save your changes.