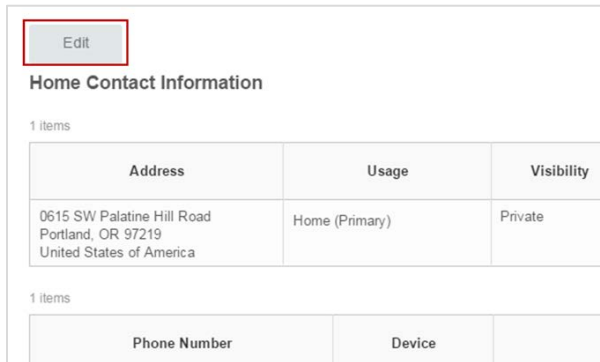


## HOME ADDRESS CHANGE

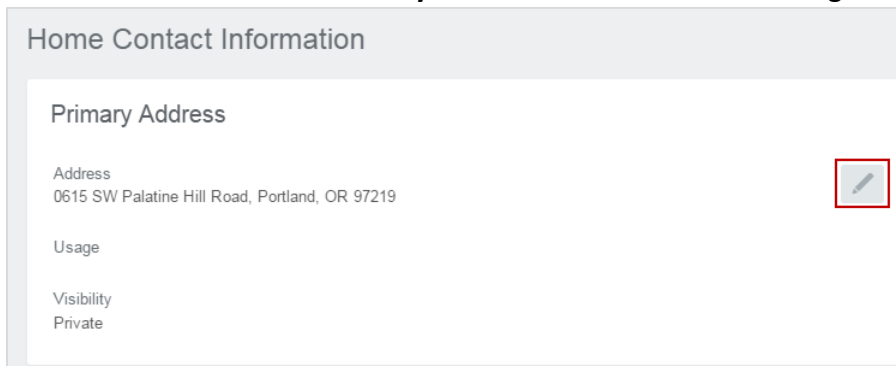
Follow the steps below to update your home address in Workday. Student employees should update their addresses with the Registrar.

1. In your **Home** screen, click on **Personal Information**. Next choose **Contact Information** link in the **Change** section.
2. Click the **Edit** button to continue:



The screenshot shows the 'Home Contact Information' page. At the top left, there is a red-bordered 'Edit' button. Below it is the title 'Home Contact Information' and a sub-header '1 items'. A table follows with three columns: 'Address', 'Usage', and 'Visibility'. The first row contains the address '0615 SW Palatine Hill Road, Portland, OR 97219, United States of America', 'Home (Primary)', and 'Private'. Below this table is another sub-header '1 items' and a second table with columns 'Phone Number', 'Device', and 'U'.

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



The screenshot shows the 'Home Contact Information' page with a grey header. Below the header is a section titled 'Primary Address'. Inside this section, there are three fields: 'Address' with the value '0615 SW Palatine Hill Road, Portland, OR 97219', 'Usage', and 'Visibility' with the value 'Private'. A red-bordered edit icon (a pencil) is located to the right of the address field.

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