UPDATE CONTACT INFORMATION

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

1. In Workday, click on the View All Apps icon on the home page.

2. Select Personal Information from the All Apps Screen.

Emergency Notification System:

If you wish to receive Lewis & Clark College emergency notifications, please do the following:

- Personal email - please make sure your personal email is accurate in Workday
- Text message - text "LCA alerts" (w/out quotations) to 70815
UPDATE CONTACT INFORMATION

3. Select **Contact Information** from the Change section.

![Change Menu]

4. Review all of your contact information.

   *Please be sure:
   a. Your mobile phone number is accurate
   b. Your personal email is accurate

5. To update your information, click the oval “Edit” button located on the upper left corner of the screen.

![Edit Button]

6. To edit the field click on the pencil icon to the right:

![Pencil Icon]

7. Click on the **Submit** button to complete.

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