

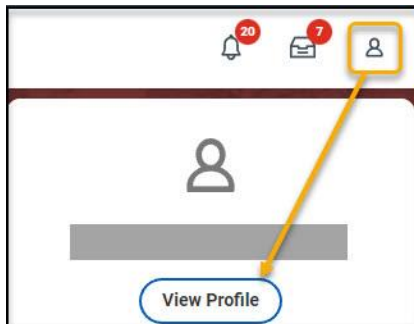
# Contact: Change My Home Contact Information

## Overview

This quick reference guide covers how to update your home contact information.

### Change My Home Contact Information

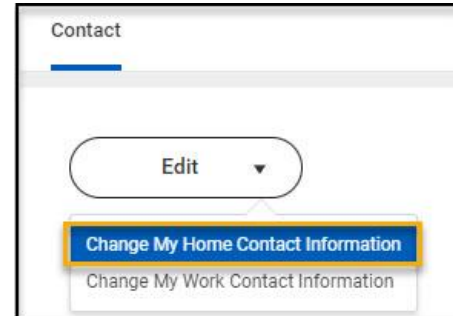
1. After logging into Workday, click the photo icon at the top right corner, as shown below, then click on the View Profile button.




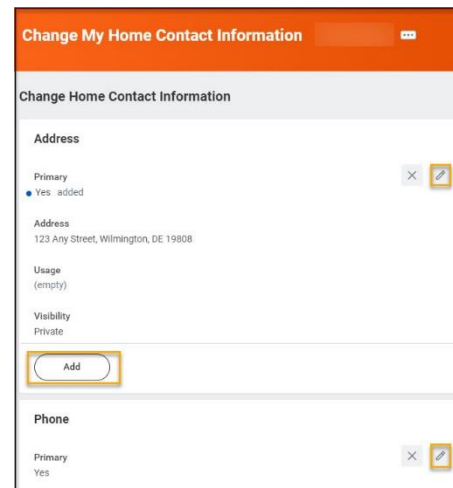
2. Click on the **Contact** menu item.



3. On the Contact page, click the **Edit** button at the top of the screen and select **Change My Home Contact Information**.



4. Your **Home Contact Information** will appear here. Use the pencil icon  to edit existing information and **Add** buttons to add new information in this section.



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5. Once you have finished adding or changing information, click the **Submit** button at the bottom of the screen.



6. You will receive a message confirming your submission and indicating any remaining approval steps. In most cases, you will need to wait until the change is approved before your new contact information will appear in Workday.