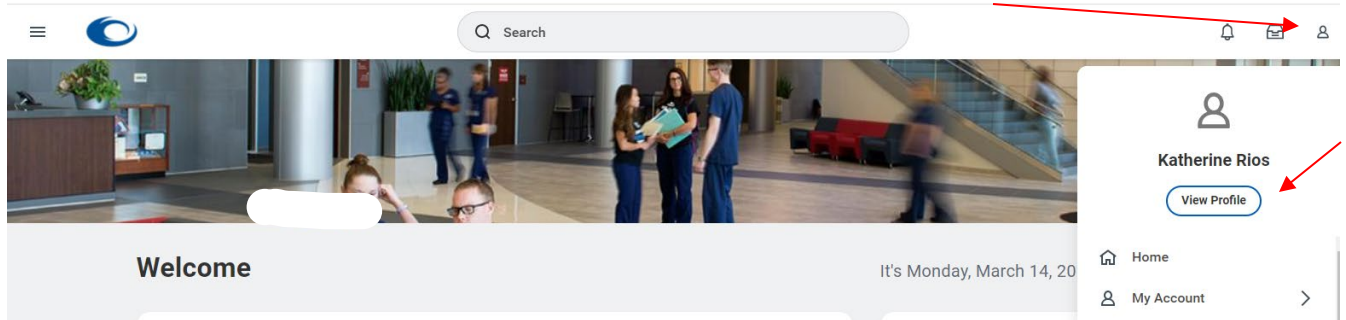


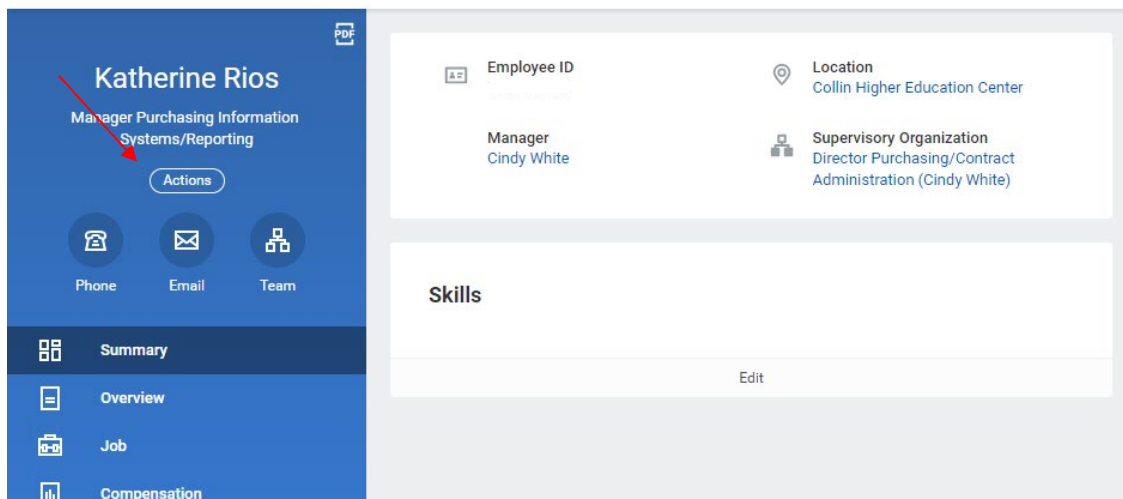
MAKING A CHANGE IN YOUR PROFILE

Use the following steps to change your phone number in your Workday profile.

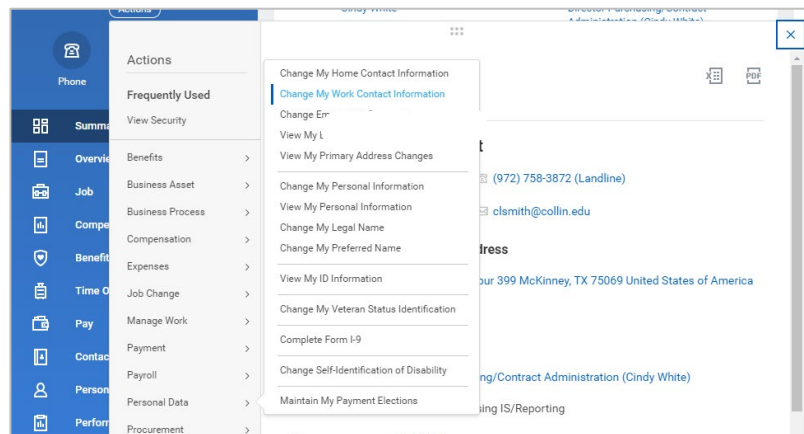
1. Click on the profile at the top right then click on the *View Profile* button.



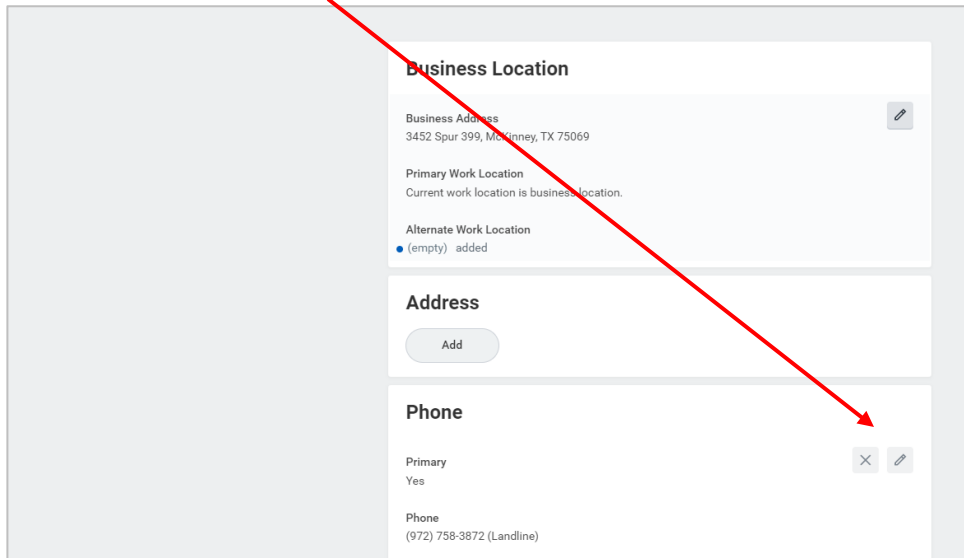
2. Click on the *Actions* button on the left below your name and title.




3. Mouse over *Personal Data* then Click on *Change My Work Contact Information*.



4. Click on the pencil to Edit.



Business Location



Business Address 
3452 Spur 399, McKinney, TX 75069

Primary Work Location
Current work location is business location.

Alternate Work Location
• (empty) added

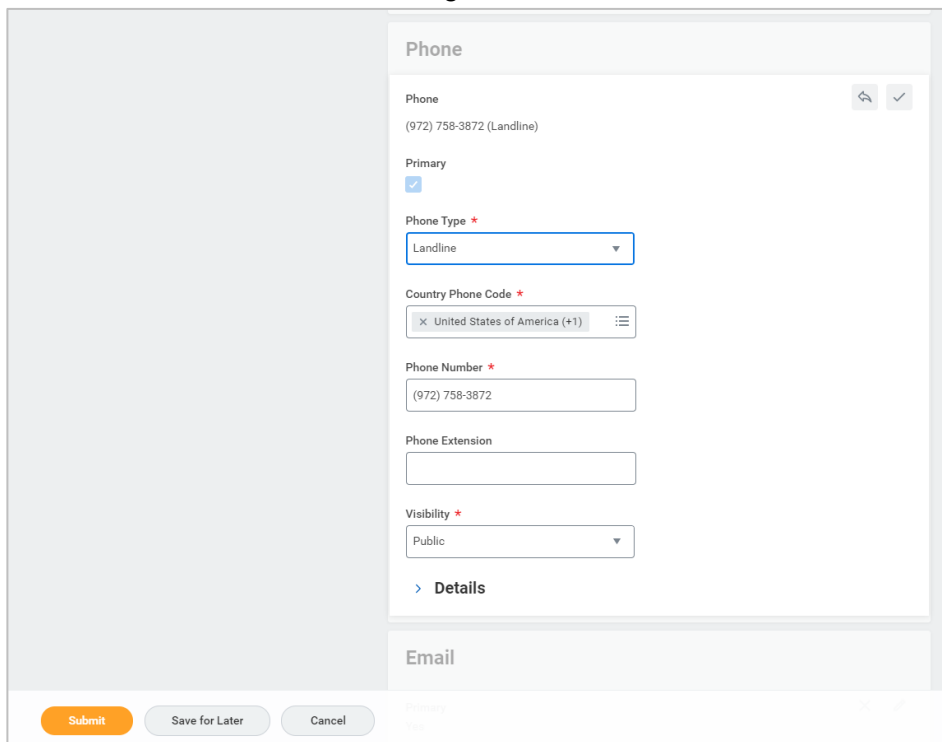
Address

Phone



Primary  
Yes

Phone
(972) 758-3872 (Landline)

5. Click in the field to make the change.



Phone

Phone  
(972) 758-3872 (Landline)

Primary

Phone Type *

Country Phone Code *



Phone Number *

Phone Extension

Visibility *

> Details

Email

Primary  
Yes

6. Click on the *Submit* button at the bottom left.