

Procurement: MAKING A CHANGE IN YOUR PROFILE



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.

ER Katherine Rios Makager Purchasing Information Systems/Reporting Actions	Employee ID Manager Cindy White	 Location Collin Higher Education Center Supervisory Organization Director Purchasing/Contract Administration (Cindy White)
合 Market Market Phone Email Team 日 Summary	Skills	
E Overview		Edit
드 Job 편집 Job 내 Compensation		

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

	2	Actiona		only mile	A designation (One do Mathia)
Phone		Actions Frequently Used			
				Change My Home Contact Information Change My Work Contact Information	109 EX
铝	Summa	View Security		Change Em	
3	Overvie	Benefits	>	View My Primary Address Changes	t
à	Job	Business Asset	>	Change My Personal Information	972) 758-3872 (Landline)
6	Compe	Business Process	>	View My Personal Information Change My Legal Name	⊴ clsmith@collin.edu
•	Benefit	Compensation	>	Change My Preferred Name	Iress
	Denen	Expenses	>	View My ID Information	our 399 McKinney, TX 75069 United States of America
Ĵ	Time O	Job Change	>	Change My Veteran Status Identification	
Ъ	Pay	Manage Work	>		
•	Contac	Payment	>	Complete Form I-9	
ـــــــــــــــــــــــــــــــــــــ	Person	Payroll	>	Change Self-Identification of Disability	ng/Contract Administration (Cindy White)
		Personal Data	>	Maintain My Payment Elections	ing IS/Reporting
1	Perform	Procurement	>		





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Business Location	
Business Address 3452 Spur 399, McKinney, TX 75069	I
Primary Work Location Current work location is busines location.	
Alternate Work Location (empty) added 	
Address	
Add	\mathbf{i}
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 * Landline v	
	Country Phone Code ★ × United States of America (+1) :Ξ	
	Phone Number * (972) 758-3872	
	Phone Extension	
	Visibility *	
	Public	
	Email	
Submit Save for Later Cancel		

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

