UPDATING CONTACT INFORMATION

workday. student | SUFFOLK UNIVERSITY BOSTON

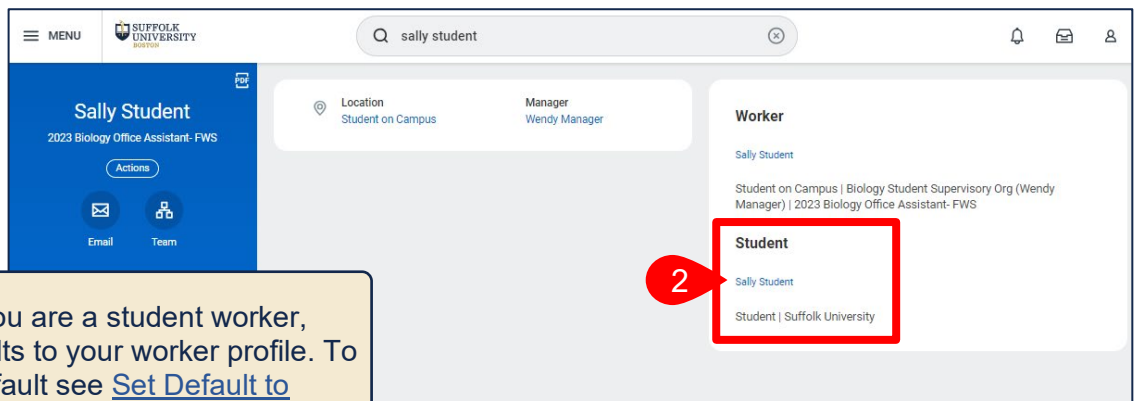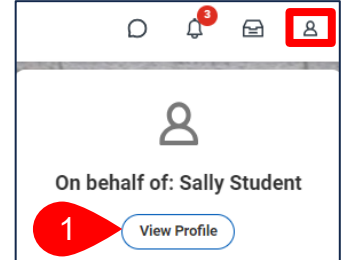*...Transforming the educational journey.*

Description: This quick guide demonstrates how to update and view contact information including information such as home address and emergency contact.
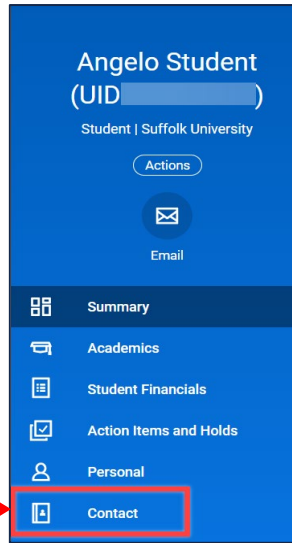
Applies to: Students

ACCESS YOUR STUDENT PROFILE

1. Navigate to your Student Profile. Click the profile icon in the top right corner of your Workday home page and click **View Profile**.

On behalf of: Sally Student

1 View Profile

2. Click your name under "Student" to get to your **Student Profile** if you are a student worker.

Sally Student
2023 Biology Office Assistant- FWS
(Actions)
Email   Team

Location
Student on Campus

Manager
Wendy Manager

Worker
Sally Student
Student on Campus | Biology Student Supervisory Org (Wendy Manager) | 2023 Biology Office Assistant- FWS

Student
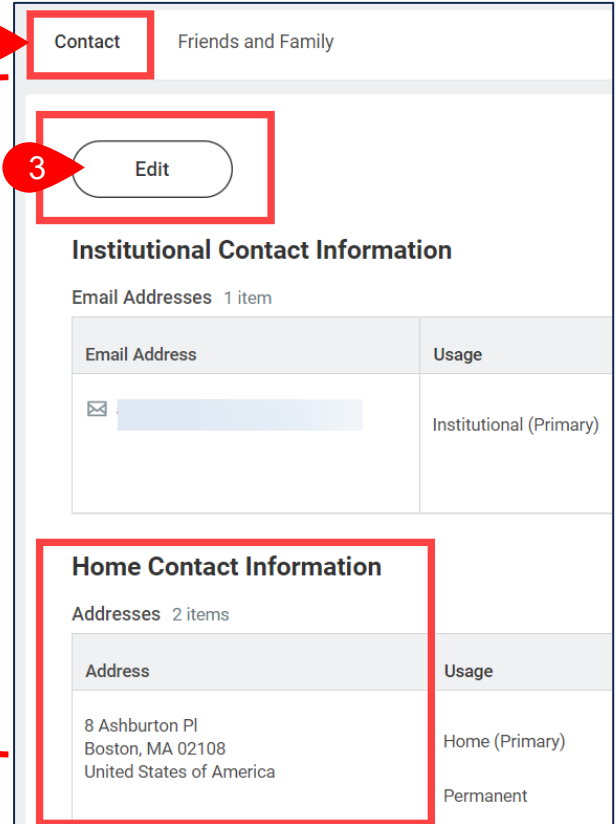**2** Sally Student
Student | Suffolk University

! **Important:** If you are a student worker, Workday defaults to your worker profile. To change that default see Set Default to Student Profile quick guide.

UPDATE HOME CONTACT INFORMATION

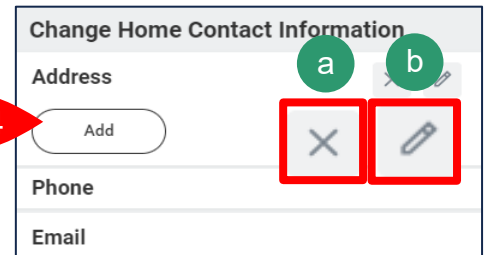1. From the left-hand navigation pane, select the **Contact** tab.

2. Select the **Contact** sub-tab.

Angelo Student (UID_____)

Student | Suffolk University

Actions

✉ Email

- 🔡 Summary
- 🗂 Academics
- 🗐 Student Financials
- ☑ Action Items and Holds
- 👤 Personal
- 📑 **1** Contact

3. Review the **Home Contact Information**. To update, click **Edit**.

2 Contact   Friends and Family

3 Edit

Institutional Contact Information

Email Addresses   1 item

Email Address	Usage
✉	Institutional (Primary)

Home Contact Information

Addresses   2 items

Address	Usage
8 Ashburton Pl Boston, MA 02108 United States of America	Home (Primary) Permanent

4. **Add** or edit your Home Contact Information.
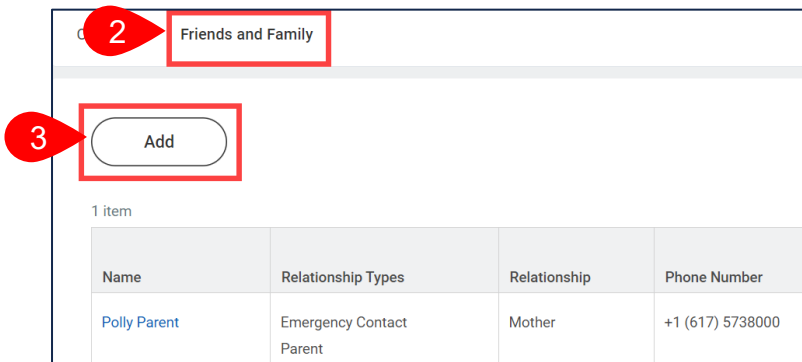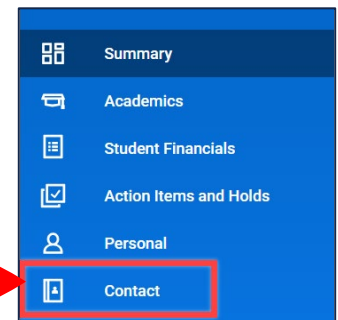
   a. The **X** icon deletes the contact.

   b. Click the **pencil** icon to edit existing information.

5. When you are finished with your edits, click **Submit**.

Change Home Contact Information

Address

4 Add   **a** ✕   **b** ✏

Phone

Email

ADD FRIENDS AND FAMILY (EMERGENCY CONTACT)

1. From the left-hand navigation pane, select the **Contact** tab.

2. Select the **Friends and Family** sub-tab.

3. Click **Add** to enter a new contact.

2 Friends and Family

3 Add

1 item

Name	Relationship Types	Relationship	Phone Number
Polly Parent	Emergency Contact Parent	Mother	+1 (617) 5738000

- 🔡 Summary
- 🗂 Academics
- 🗐 Student Financials
- ☑ Action Items and Holds
- 👤 Personal
- 📑 **1** Contact

⚠ **Important:** At least one contact must be an **Emergency Contact**.

Add My Friends and Family opens.

Add My Friends and Family

For — Angelo Student

a. Select the **Relationship Types**.

Relationship Types * — × Emergency Contact / × Parent

b. Select the **Relationship**.

Relationship — × Father

c. Select the **Is Third Party User**, if applicable, to give permission to view your academic record and financial information.

Is Third Party User ☑

> **Important:** If **Third Party User** is selected, you will receive this alert. *You must still grant permissions to this third-party user. After you complete this task, access the **Manage Permissions for Third Party** task that displays on your Friends and Family profile group.*

4. Navigate to the **Name** tab and enter the **First Name** and **Last Name** of the new contact.

Name | Contact Information

Country * — × United States of America

Prefix

First Name * — Patrick

Middle Name

Last Name * — Parent

Suffix

5. Navigate to the **Contact Information** tab. Click **Add** to enter the following contact information:

Contact Information

a. Phone

Phone
Add

b. Address

Address
Add

c. Email

Email
Add

6. When all required information is complete, click **OK**.

> **Important:** You must enter at least one address, phone number, or email address. Otherwise, you will receive an error and will not be able to proceed.

UPDATE FRIENDS AND FAMILY (EMERGENCY CONTACT)

1. Select the **Friends and Family** sub-tab.

2. Identify the name of the contact to edit. Scroll to the right of the row and click **Actions**.

    a. Select **Edit Friends and Family** to edit an existing contact.

    b. Select **Manage Permissions for My Third Party** to update third party permissions.

    c. Select **Remove Friends and Family** to remove the contact.

> **Note:** For assistance updating third party permissions, go to Third Party Access in Workday.