UPDATING CONTACT INFORMATION

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.

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

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.

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

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**.

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.

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**Important:** At least one contact must be an **Emergency Contact**.
Add My Friends and Family opens.

a. Select the **Relationship Types**.

b. Select the **Relationship**.

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

**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.

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

   a. Phone
   
   b. Address
   
   c. Email

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](#).