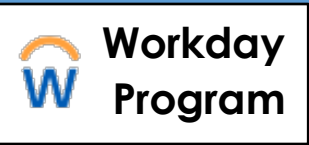
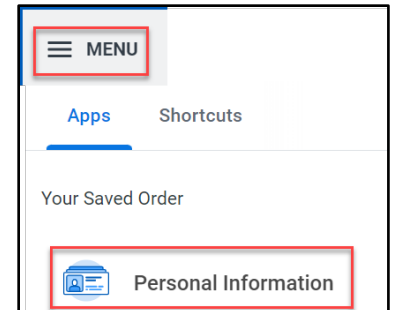


UPDATE HOME CONTACT INFORMATION

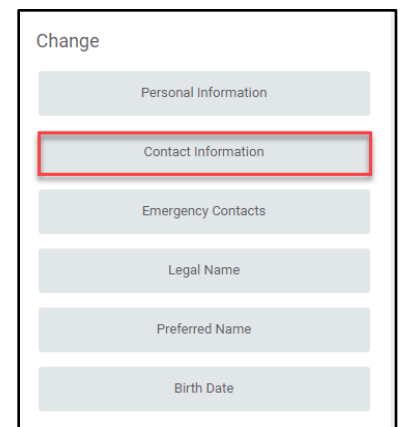




It is important to keep your contact information current in Workday. Follow the steps below to complete this process.

Contact Information



1. From the Global Navigation Menu select **Personal Information**
2. Select **Contact Information** under the Change header
3. Select **edit** to update:
 - Primary Address
 - Primary Phone
 - Primary Email



4. To update your information:
 - Select the pencil icon to change or 
 - update information
 - Select the X to delete information 

Note 1: Enter your cell number as your primary phone to ensure Brown can reach you for urgent campus updates

Note 2: Select **Add** to enter new or additional information for phone numbers (cell and landline), emails, and addresses

5. Select **Submit** to complete the process

