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. To begin, select **Update My Home Contact Information** from the Announcements on Your Home Landing Page

2. Select the **edit icon** to update:
   - Primary Address
   - Primary Phone
   - Primary Email

   **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

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