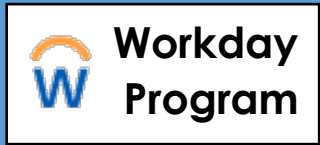


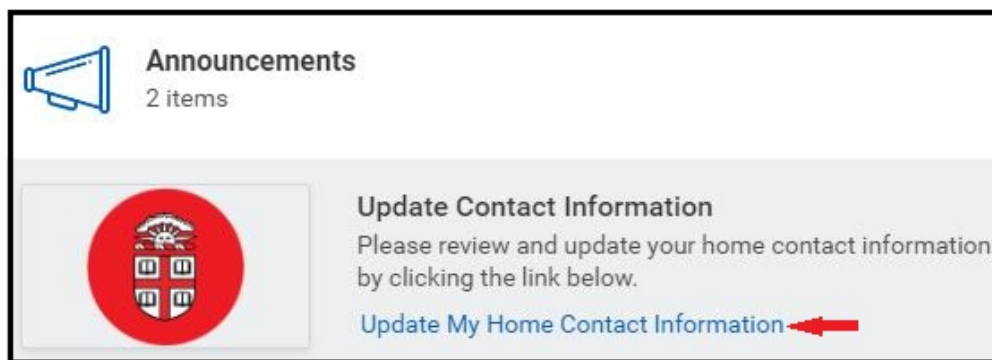
# UPDATE HOME CONTACT INFORMATION



*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

