

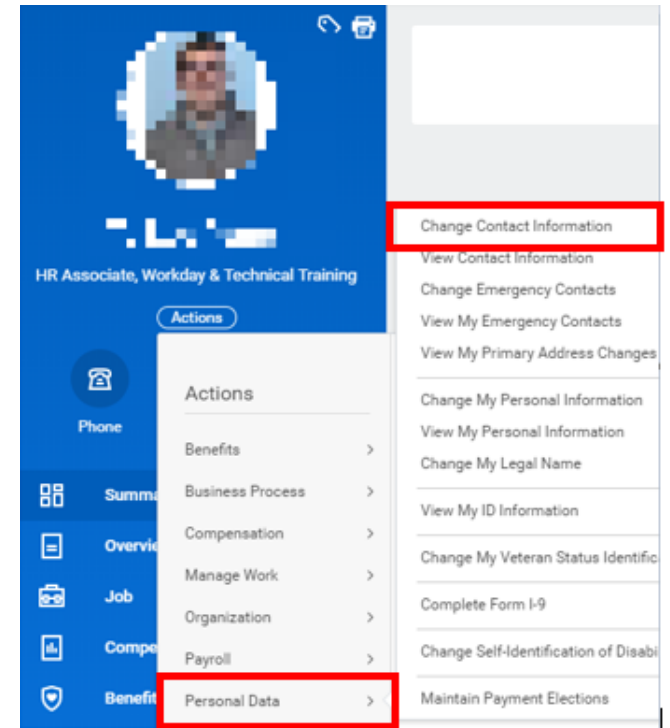
Faculty, Staff and team members can edit their contact information at any time.

Tasks

- [Contact Change Process](#)
- [Work Contact Information – Alternate Work Location](#)
- [Work Contact Information - Additional Address](#)

Contact Change Process

1. From your worker profile click **Actions, Personal Data, Change Contact Information.**



Screenshot 1: Image of Personal Data>Change Contact Information

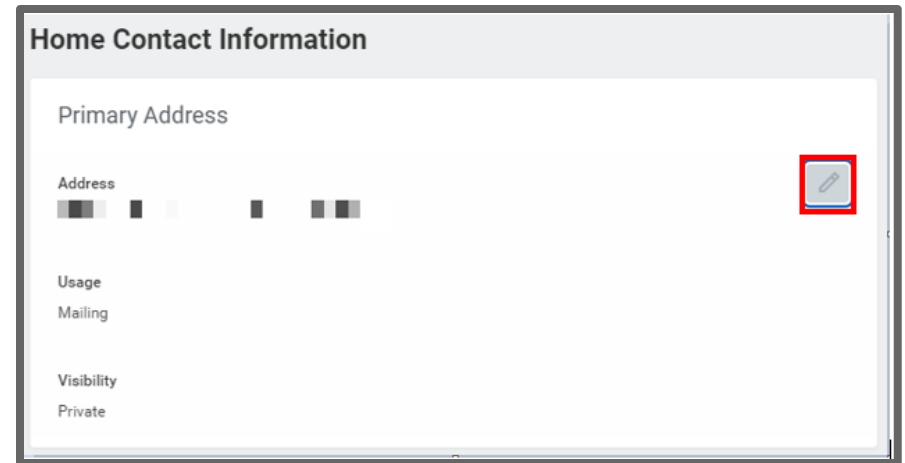
2. Click the **Pencil Icon** to edit any existing information or click **Add** to add additional information. Do so for any desired sections with the Home Contact Information section.

Note: If you want your work or phone information to be private, change visibility to private.

3. Click **Submit**.



Note: After submitting, you will receive a to-do to verify your tax elections.

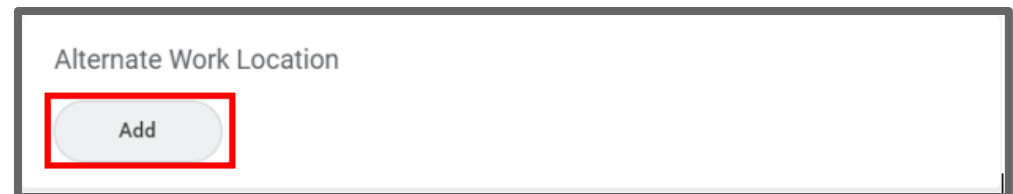


Screenshot 2: Image of Primary Address

Work Contact Information – Alternate Work Location

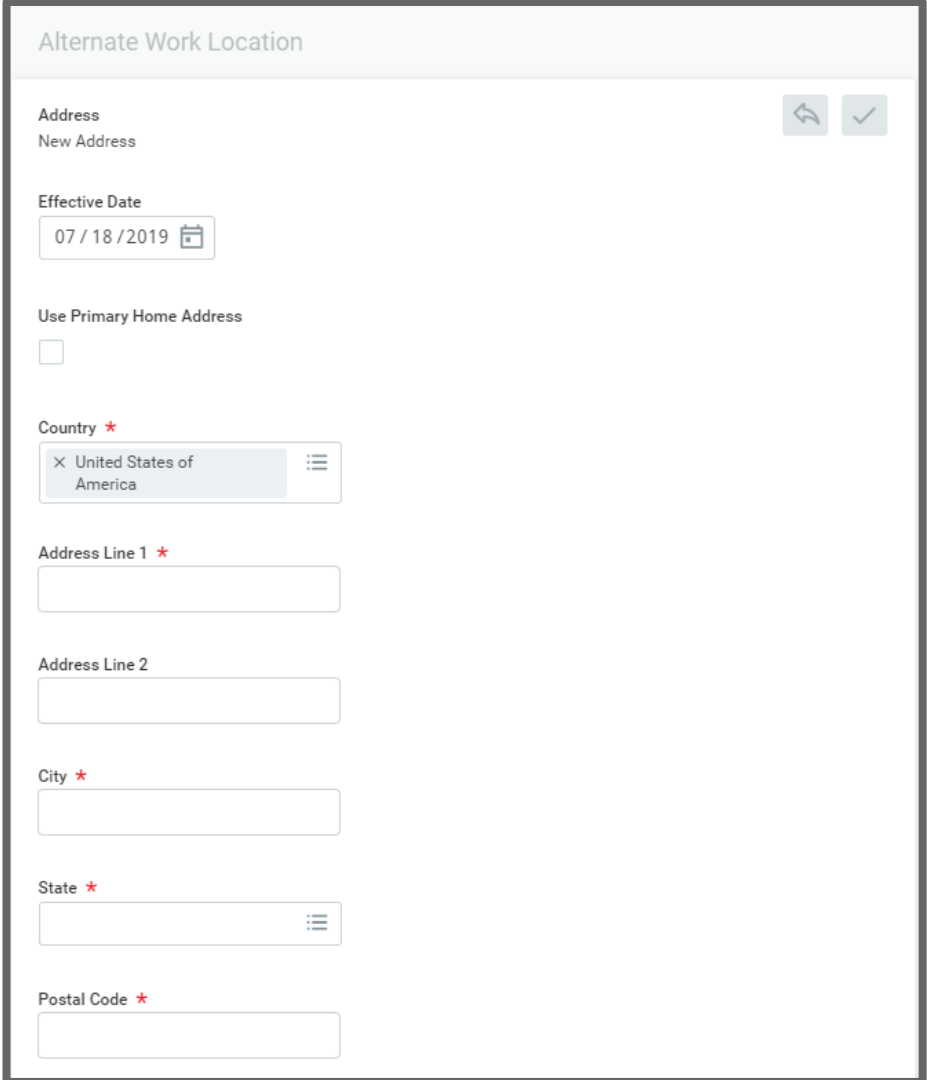
The **Alternate Work Location** can be used to update your physical location by adding your building, and room number if it is incorrect or missing.

1. Click the **Add** button under **Alternate Work Location**.
2. Click the **Pencil Icon** to add or edit any existing information.





Screenshot 3: Image of Alternate Work Location>Add

3. Enter the **Effective Date** in the **Effective Date** field.
4. Enter the number, and name of the street in the **Address Line 1** field.
5. Enter the name of the building, and room number in the **Address Line 2** field.
6. Enter your **City**, **State**, and **Postal Code**.




Alternate Work Location

Address  


New Address

Effective Date

07 / 18 / 2019 

Use Primary Home Address

Country *

X United States of America 

Address Line 1 *

Address Line 2

City *

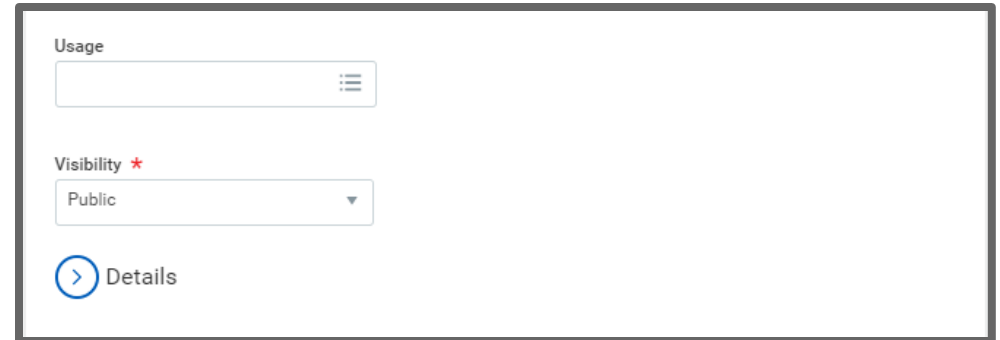
State *

Postal Code *

Screenshot 4: Image of Alternate Work Location

7. Usage – Do not change or edit.

Note: If you want your work information to be private, change the visibility to private.



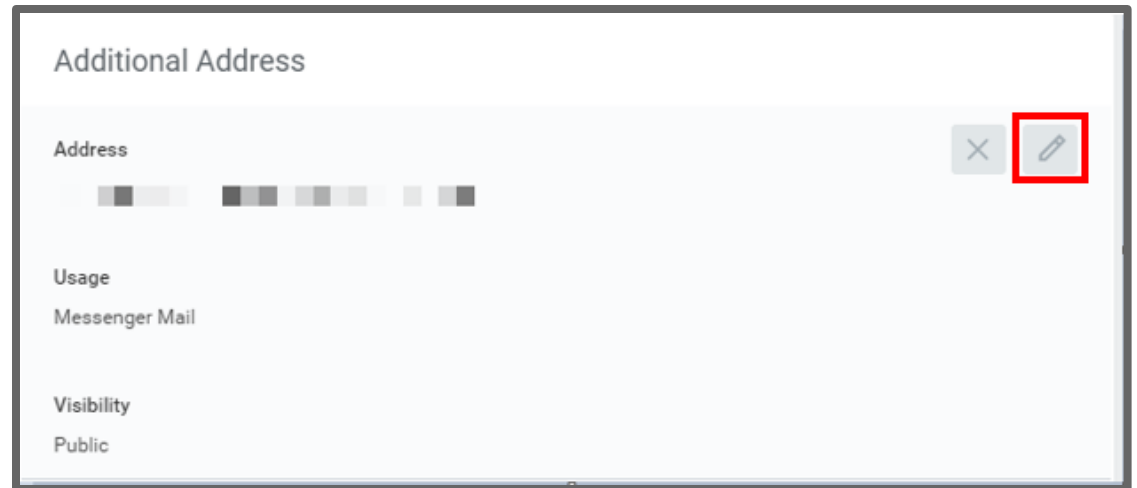
Screenshot 5: Image of Alternate Work Location>Usage and Visibility

Work Contact Information - Additional Address

The **Additional Address** displays your Messenger Mail information.

1. Click the **Pencil Editor** or **Add** button to add or edit any new or existing information.
2. Edit or add any existing information **Additional Address** information.

Note: If you want your work information to be private, change visibility to private



Screenshot 6: Image of Additional Address