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

**Tasks**

- [Contact Change Process](#)
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### Contact Change Process

1. From the Workday search feature, enter ‘Change My Contact Information’ and select the Change My Contact Information task.

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.
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.
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**.
Core HR: Contact Change

7. **Usage** – Do not change or edit.

8. **Visibility** - If you want your work information to be private, change the visibility to private.

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.