

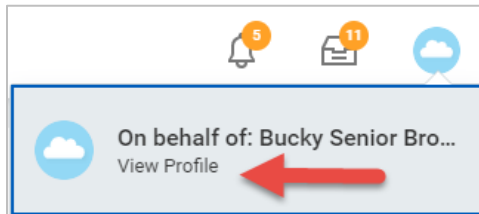
## ACCESS YOUR WORKER PROFILE PAGE

Your Worker Profile page displays information about you, including your office location and compensation. Note that the visibility of sensitive information is controlled by individual users' security profiles.




Note: All instructions in this job aid start from the Worker Profile page.

To access your Worker Profile page, click your **Profile** icon > **View Profile**.



## ADD OR CHANGE YOUR CONTACT INFORMATION


1. Click the **Contact** tab. The **Contact** subtab is selected.
2. Click **Edit** and select **Change My Home Contact Information** to change your personal contact information.

Within each section, click the **Edit** icon  to change existing information or click **Add** to add new information. You can also click within a field to edit.

3. Click **Submit** and **Done** to save your changes.

## ADD OR CHANGE EMERGENCY CONTACTS

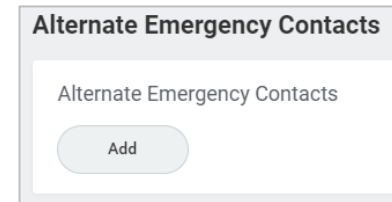
1. Click the **Contact** tab.

2. Click the **Emergency Contacts** subtab.
3. Click **Edit** to modify your emergency contacts. Use the edit icon  to make modifications to emergency contact information.

**(Note: Adding New Emergency Contact information requires inputting a primary address, phone number, phone device, and relationship)**

4. To Add a secondary Emergency Contact, scroll down and select the **Add** button to add an alternate emergency contact.

**(Note: Alternative Emergency Contact information does not require a primary address)**



5. Click **Submit** and **Done** to save your changes.

## CHANGE YOUR PREFERRED NAME

If you choose, your preferred name it will display within Workday instead of your legal name.

1. Click your **Related Actions** button.
2. Select **Personal Data** > **Change My Preferred Name**.
3. **Uncheck Use Legal Name as Preferred Name**.
4. Enter your new name.
5. Click **Submit** and **Done**.