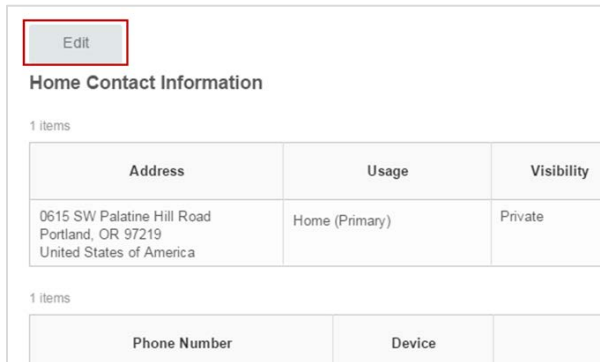


HOME ADDRESS CHANGE

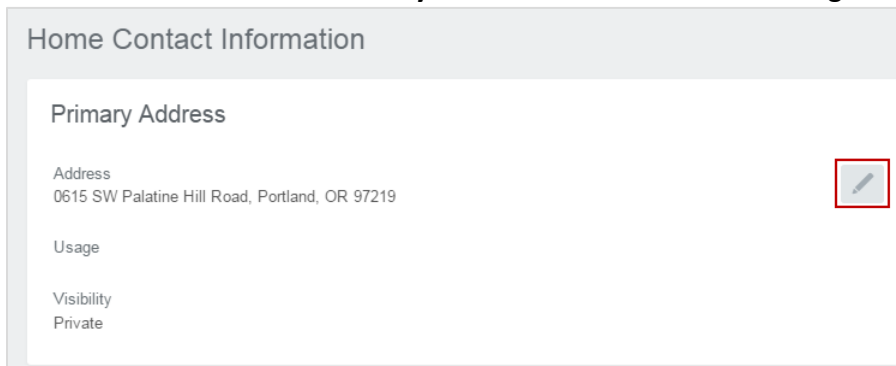
Follow the steps below to update your home address in Workday. Student employees should update their addresses with the Registrar.

1. In your **Home** screen, click on **Personal Information**. Next choose **Contact Information** link in the **Change** section.
2. Click the **Edit** button to continue:



The screenshot shows the 'Home Contact Information' page. At the top left, there is a red-bordered 'Edit' button. Below it is the title 'Home Contact Information' and a sub-header '1 items'. A table follows with three columns: 'Address', 'Usage', and 'Visibility'. The first row contains the address '0615 SW Palatine Hill Road, Portland, OR 97219, United States of America', 'Home (Primary)', and 'Private'. Below the table is another sub-header '1 items' and a table with columns 'Phone Number', 'Device', and 'U'.

3. Click the **Edit** icon in the **Primary Address** section to make changes:



The screenshot shows the 'Home Contact Information' page with the 'Primary Address' section highlighted. The section title is 'Primary Address'. Below it, the 'Address' field contains '0615 SW Palatine Hill Road, Portland, OR 97219'. To the right of the address field is a red-bordered edit icon (a pencil). Below the address field, the 'Usage' field is empty, and the 'Visibility' field contains 'Private'.

4. Click **Submit** at the bottom of the screen to save your changes.