

Home Address Change in Workday

(Note: Students MUST update their address with their Registrar's Office, they cannot update addresses in Workday)

1. From the home screen, click on the menu bars icon in the top left.



2. Select Personal Information.



Personal Information

3. Select Contact Information in the Change column.

Change

Contact Information

4. Click Edit

My Contact Information

Edit

5. Click on the pencil icon next to the information you would like to change.



6. Make the applicable changes and click Submit.

Submit