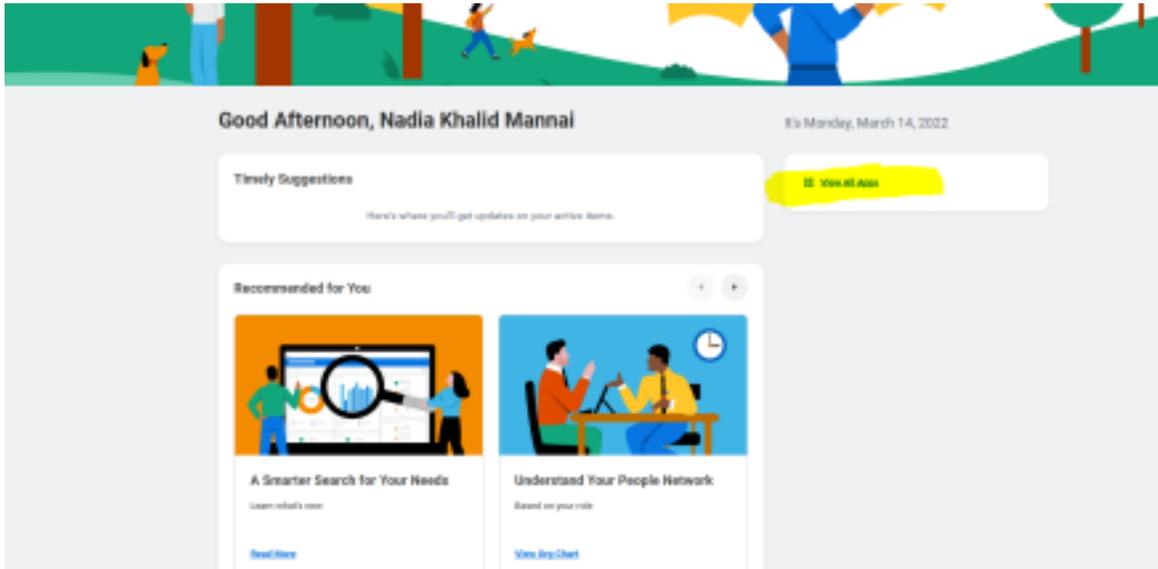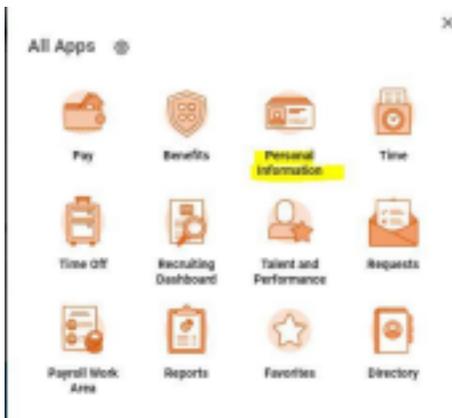# UPDATE CONTACT INFORMATION

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

1. In Workday, click on the **View All Apps** icon on the home page.

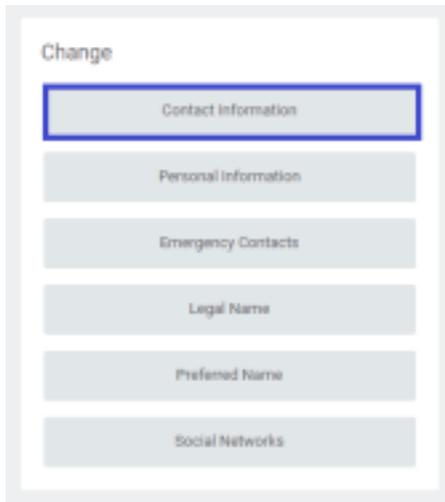2. Select **Personal Information** from the All Apps Screen.

Emergency Notification System:
If you wish to receive Lewis & Clark College emergency notifications, please do the following:
● Personal email - please make sure your personal email is accurate in Workday ● Text message - text "LCAlerts" (w/out quotations) to 70815

UPDATE CONTACT INFORMATION

3. Select **Contact Information** from the Change section.

4. Review all of your contact information.
   *Please be sure:
       a. **Your mobile phone number is accurate**
       b. **Your personal email is accurate**

5. To update your information, click the oval "Edit" button located on the upper left corner of the screen.

6. To edit the field click on the pencil icon to the right:

7. Click on the **Submit** button to complete.

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