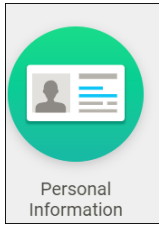
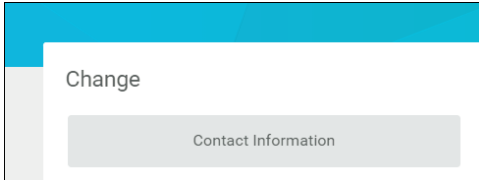


To Add or Update your Campus Address and Work Phone Extension

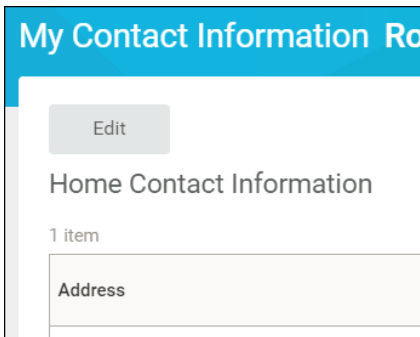
Open Workday and click on **Personal Information Badge**



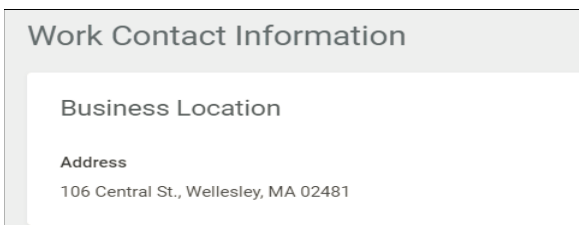
Under the Change column, click **Contact Information**



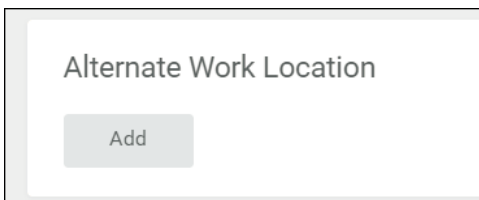
Click **Edit** at the top of the page



Scroll down the page to find **Work Contact Information** (the Business Location should default in as 106 Central Street, Wellesley MA 02481)




Under **Alternate Work Location** Click the **Add** button or Click the pencil to edit existing address



Choose the **Effective Date**

Address
New Address

Effective Date
05 / 30 / 2018 

DO NOT click use Primary Home Address. – This will publish your home address in the directory.

Enter the following as listed below:

- Address Line 1 – Department Name
- Address Line 2 – 3 Digit Building Code ([see attached](#)) Building Name, Rm # (Example – GRH Green Hall, Rm.141J)
City – Wellesley State- MA Postal Code- 02481
- Visibility – Public

Click the Check-Mark



To Add or Change your Primary Work phone - Click **Add** or Click the pencil to edit existing number and enter the following:

- Phone Device – Landline
- Area Code – 781
- Phone Number – 283-xxxx
- Phone extension – leave blank
- Visibility – Public

Click the green **Submit** button on the bottom of the page

