

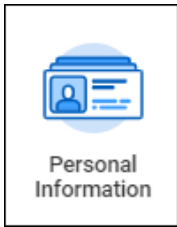
Review and Update Your Information in Workday

In MyWellesley, click the Workday icon at the top.

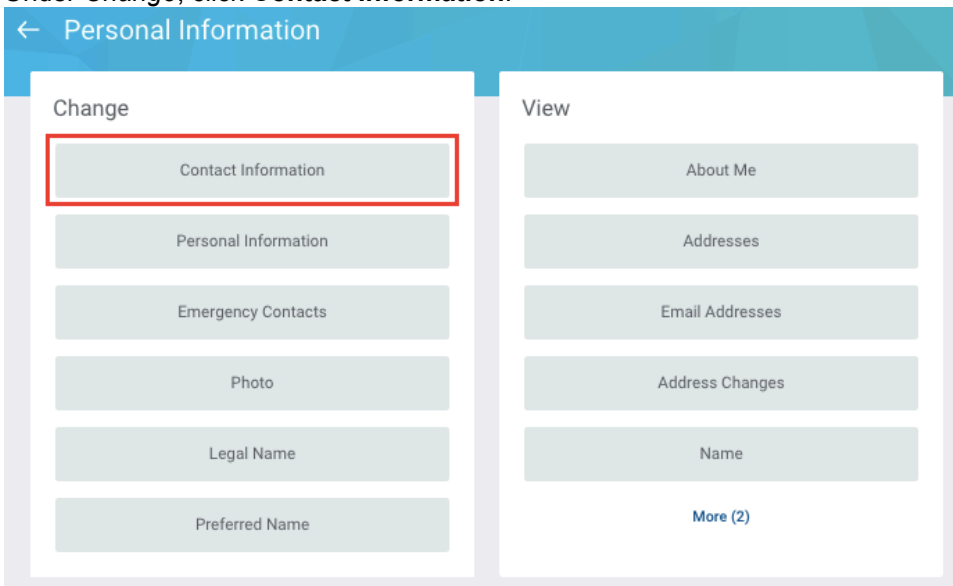
Contact Information

To review and update your **Contact Information**, please follow the steps below:

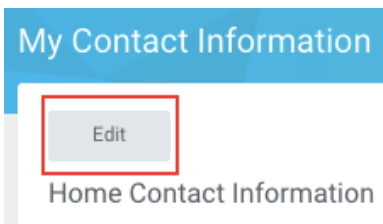
Click the **Personal Information** worklet from the Home Page



Under *Change*, click **Contact Information**.



Click the **Edit** button in the upper right.



You can update your home address, home phone, additional phones, and work location, work phone, etc.

Click the pencil icon next to any section you want to update.



Update fields, then click the checkmark when done.



To Add or Update your Campus Address and Work Phone Extension

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

Work Contact Information

Business Location

Address
106 Central St., Wellesley, MA 02481

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

Alternate Work Location

Add

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- 02841
- 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

Submit

Emergency Contacts

Under *Change*, click **Emergency Contacts** to update or change this information.

← Personal Information

Change

- Contact Information
- Personal Information
- Emergency Contacts**
- Photo
- Legal Name
- Preferred Name

View

- About Me
- Addresses
- Email Addresses
- Address Changes
- Name
- More (2)

If you need to make changes, click **Edit**, click the pencil icon next to any fields you wish to change. When you're done, click the checkmark, then click **Submit** at the bottom.

My Emergency Contacts

Edit

Submit Save for Later days Cancel