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.

My Contact Information

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)

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

Choose the Effective Date

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
Emergency Contacts

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

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.