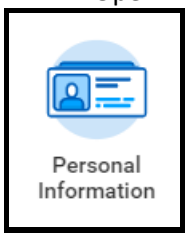
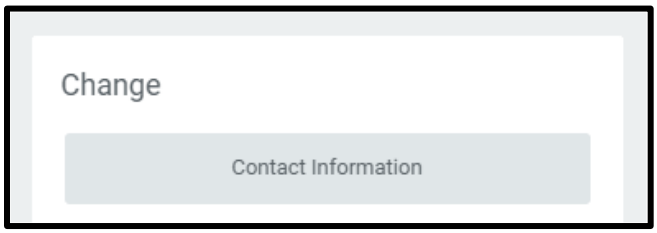
To add or update your Cell Phone for Emergency Messaging and for your Campus Address and Work Phone Extension to appear in the directory and for emergency purposes, please follow the steps below.
Note to New Employees: None of this information, except your email address is in the system unless you add it.

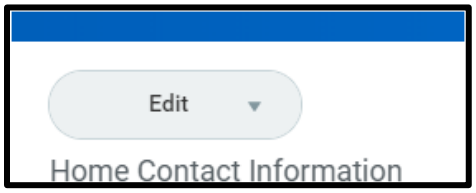
1. Open Workday and click on **Personal Information Badge**



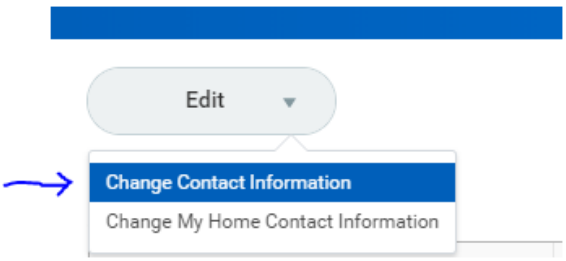
2. Under the Change column, click **Contact Information**



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



4. Select: Change Contact Information

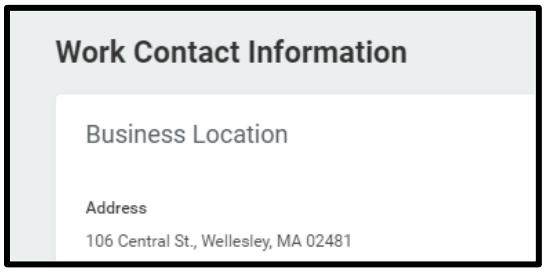


5. **To Add or Change your cell phone for emergency messaging** -

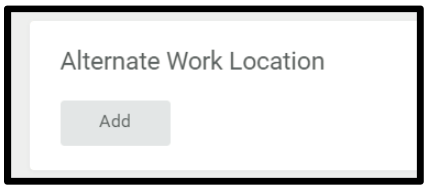
Under **Home Contact Information**, Click Add additional phone or Click the pencil to edit existing number and enter the following:

- Phone Device – Mobile
- Enter your Cell Phone number

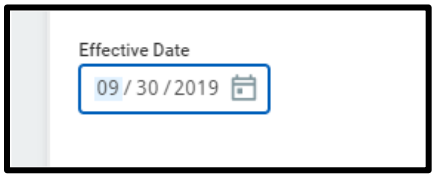
6. Scroll down the page to find **Work Contact Information** (the location should default in as 106 Central Street, Wellesley MA 02481)



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



8. Choose the **Effective Date**

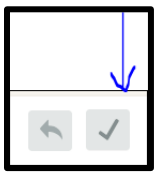


DO NOT click use Primary Home Address. – This will publish your home address in the directory.

9. 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



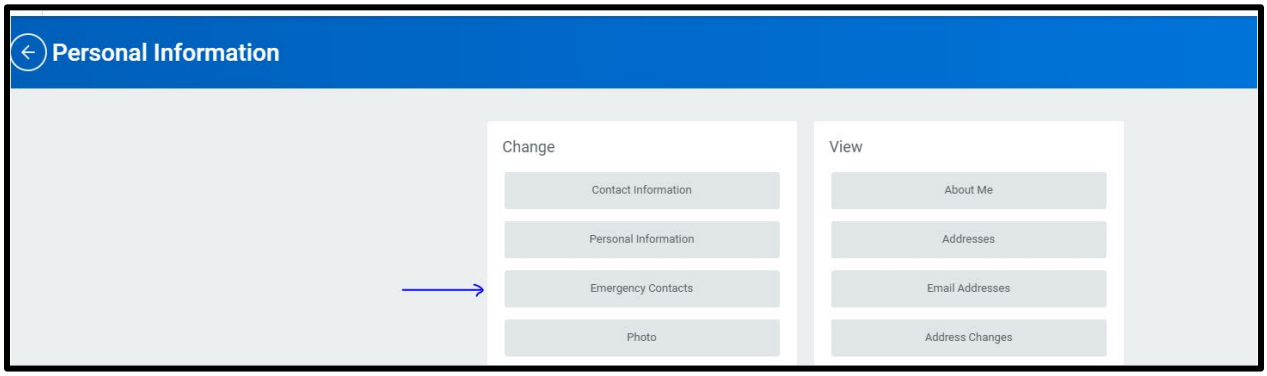
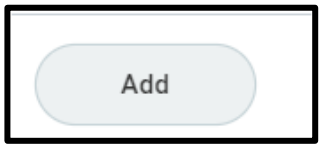
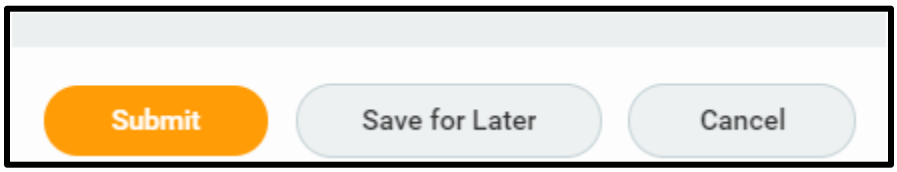
10. To Add or Change your Primary Work phone - Click **Add** or Click the pencil to edit existing number and enter the following:

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

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

Emergency Contacts

Under the Personal Information badge/Change, click **Emergency Contacts** to update or change this information.



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