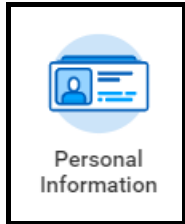
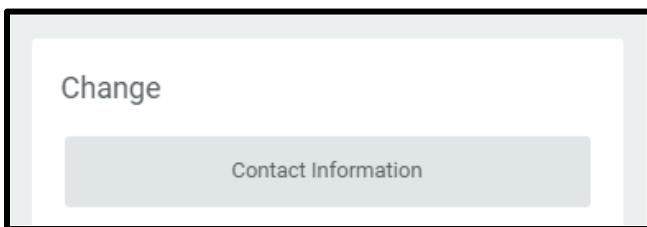


To add or update your Cell Phone for Emergency Messaging and for your Campus Address and Work Phone Extension to appear in the directory and for emergency purposes, please follow the steps below.
Note to New Employees: None of this information, except your email address is in the system unless you add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

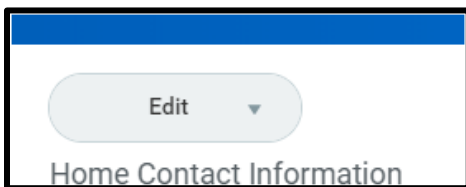
1. Open Workday and click on **Personal Information Badge**



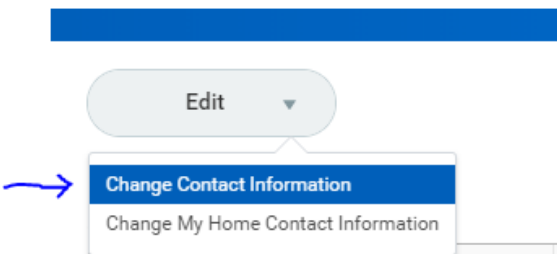
2. Under the Change column, click **Contact Information**



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



4. Select: Change Contact Information

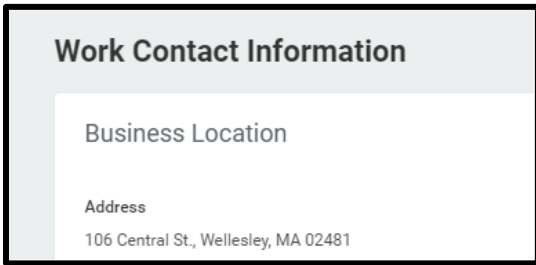


5. **To Add or Change your cell phone for emergency messaging -**

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

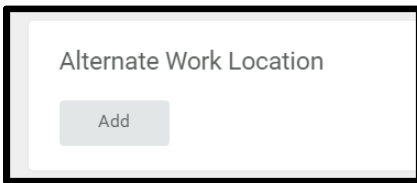
- Phone Device – Mobile
- Enter your Cell Phone number

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



The screenshot shows a form titled "Work Contact Information". Under the heading "Business Location", there is a field labeled "Address" with the value "106 Central St., Wellesley, MA 02481".

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

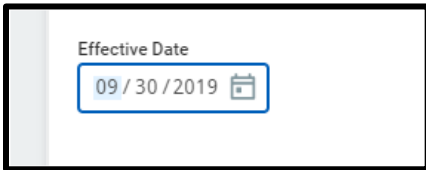


The screenshot shows a button labeled "Add" under the heading "Alternate Work Location".



The screenshot shows a form titled "Alternate Work Location" with an "Address" field. To the right of the field are two icons: a close button (X) and an edit button (pencil).

8. Choose the **Effective Date**



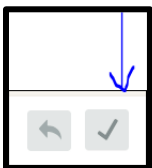
The screenshot shows a date selection field labeled "Effective Date" with the date "09 / 30 / 2019" and a calendar icon.

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



The screenshot shows a button with a checkmark icon, with a blue arrow pointing to it from above.

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



11. To Add or Change your Primary phone to your Cell Phone (we suggest using a cell phone as a primary phone to increase the likelihood of reaching you in an urgent situation). As a reminder, please consider updating your additional phone to your landline after changing your primary phone.

- Click Add or Click the pencil to edit existing number and enter the following:

- Phone Device – Mobile
- Area Code – xxx
- Phone Number – xxx-xxxx
- Phone extension – leave blank
- Visibility – Private

Click the orange Submit button on the bottom of the page

