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**

![Personal Information Badge](image)

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

![Change](image)

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

![Edit](image)

4. Select: **Change Contact Information**

![Change Contact Information](image)

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)

![Work Contact Information](image)

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

![Alternate Work Location](image)

8. Choose the **Effective Date**

![Effective Date](image)

**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

![Check-Mark](image)
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