To Add or Update your Campus Address and Work Phone Extension

Open Workday and click on Personal Information Badge

Under the Change column, click Contact Information

Click Edit at the top of the page

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**

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

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