

Workday – How do I Edit my Contact Information?

Notes about Primary Email address:

- Workday restricts a user's Primary Email address to one with a @ubc.ca domain.
- You may request to have your Primary Email address updated to a trusted domain;

[https://ubc.service-now.com/sys_attachment.do?](https://ubc.service-now.com/sys_attachment.do?sys_id=8456df081b9934d0ba8f539f034bcb82)

[sys_id=8456df081b9934d0ba8f539f034bcb82.](https://ubc.service-now.com/sys_attachment.do?sys_id=8456df081b9934d0ba8f539f034bcb82)

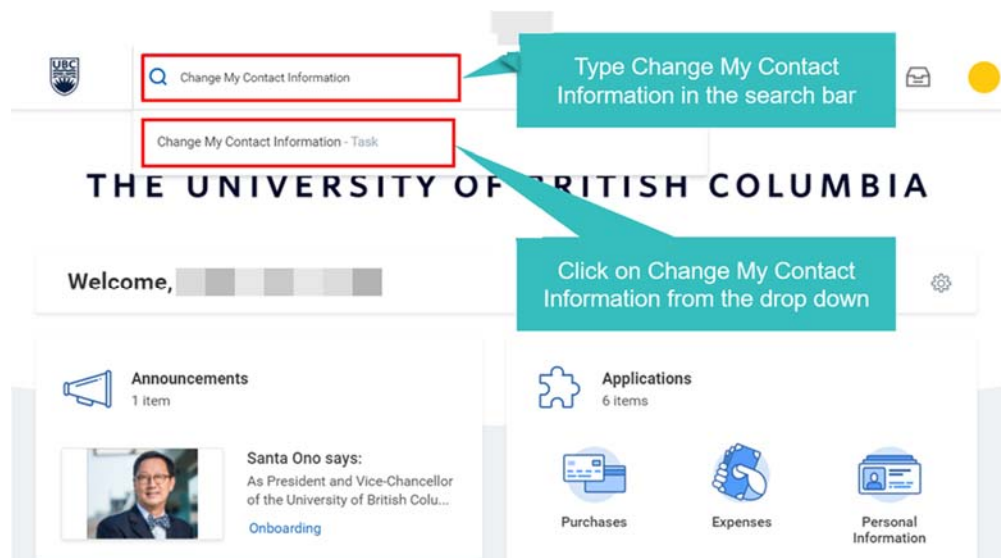
- The trusted domain list updates with data governance changes.
- To update your Primary Email address, please submit a request with the **ISC**

Service Desk: <https://ubc.service-now.com/selfservice>

Workday Step-by-Step Instructions

Step 1: Search for the Change task

Open Workday. In the search bar at the top of the page, enter **Change My Contact Information** and select the task from the results.



Step 2: Click to Edit or Add Information

The Change Contact Information page will open.

To **edit** existing information, click on the **pencil icon** in the top right corner of the field.

To **add** new information, click the **Add** button under the information field you want to update.

Change Contact Information

Employees: Please input place of current residence as Home Address

Review your contact information and enter any changes or additions.

Home Contact Information

Primary Address

Add

Additional Address

Add

Primary Phone

Add

Additional Phone

Add

Primary Email

Add

Additional Email

Add

Work Contact Information

Business Location

Address

Step 3: Enter and Save Updated Information

Enter details in the required fields (marked with an asterisk *), and any other pertinent information.

Note: Entering a mobile phone number in your Workday contact information will enable UBC to send you text message alerts in the event of an emergency.

Click on the **check-mark icon** to **save** those changes.

Home Contact Information

Primary Address

Click Save to save your home address

Address
New Address



Effective Date

12 / 11 / 2019

Country *

Address Line 1 *

Address Line 2

City

Province or Territory *

Postal Code *

Usage

Click your home address details

Visibility *

Private

Step 4: Click Submit and Done to save the changes

Once you have made all the necessary changes, click **Submit** and then **Done** to complete the process. No further approvals are required.

Change Contact Information
Bruce Banner [C] [Actions](#)

Employees: Please input place of current residence as Home Address

Review your contact information and enter any changes or additions.

Home Contact Information

Primary Address

Address [Edit](#)
UBC Feric, BC V6T 1Z1

Usage
Billing: Other - Home; Permanent; Shipping; Work From Home

Visibility
ste

Submit [Save for Later](#) [Cancel](#)

Click Submit

You have submitted [Actions](#)

Contact Change: [Actions](#)

Process Successfully Completed

Do Another
[Change My Contact Information](#)

> **Details and Process**

Done [Click Done](#)