UPDATE MY HOME CONTACT INFORMATION IN WORKDAY

Update your home address, personal email address, and primary phone number.

TO COMPLETE ONBOARDING USING A DESKTOP BROWSER: From your Workday homepage select your **photo** or **figure icon (upper right)**, then "**View Profile**."



To update your home contact information, select "Contact" (left), then "Edit."

	e:	Contact Friends and Family			
	Student (Actions) Email	Edit	1		/= = □ • "
88	Summary	Email Address	Usage	Institution	Visibility
٤	Personal	₩ ppie0@students.ntc.edu	Institutional (Primary)	Northcentral Technical College	Public
Ŀ	Contact				

Select Change My Home Contact Information

Contact	Friends and Family
	Edit v
Change Change	My Home Contact Information My Work Contact Information
Empil Ad	Ideasa

Select the Pencil to update your Address or Phone.

Change Home Contact Information	
Address	
Primary	×
Yes	
Address	
1000 West Campus Drive, Wausau, WI 54401	
Usage	
Mailing Street Address	
offeet Address	
Visibility	
Private	
Add	
Phone	
Primary	×
100	
Phone	
+1 (/15) 0/53331 (Mobile)	
Visibility	
Private	
Add	

Set a Primary address and a Primary Phone Number. Then, select the checkmark.

Address Address 1000 West Campus Drive, Wausau, WI 54401 Effective Date 2/21/2024
Address & Interfective Date Interfective Date In
Effective Date 02/21/2024 Primary Country * X United States of America
Primary Country * X United States of America Image: Country and Count
Country * × United States of America :=
× United States of America ∷≣
Address Line 1 *
1000 West Campus Drive
Address Line 2
City *
Wausau
State *
× Wisconsin :Ξ

Phone		
Phone		Å
+1 (715) 6753331 (Mobile)		
Primary		
Phone Type *		
Mobile	•	
Country Phone Code *		
× United States of America (+1)	:=	
Phone Number *		
(715) 675-3331		
Phone Extension		
Visibility *		

When you are finished editing, select the "Submit" button.

	Change Home Contact Information		
	Address		
	Primary Yes	×	
	Address 1000 West Campus Drive, Wausau, WI 54401		
	Usage Mailing Street Address		
	Visibility Private		
	Add		
	Phone		
	Primary Yes	×	
	Phone +1 (715) 6753331 (Mobile)		
	Visibility Private		
Submit Save for Later Cancel			



Note: Your home contact information is not the same as your Emergency Contact.