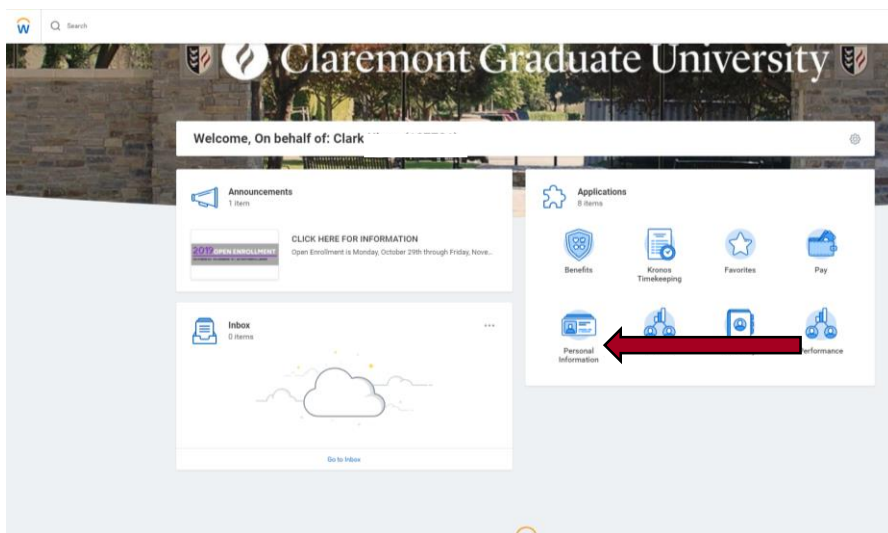


Add or Edit Contact Information

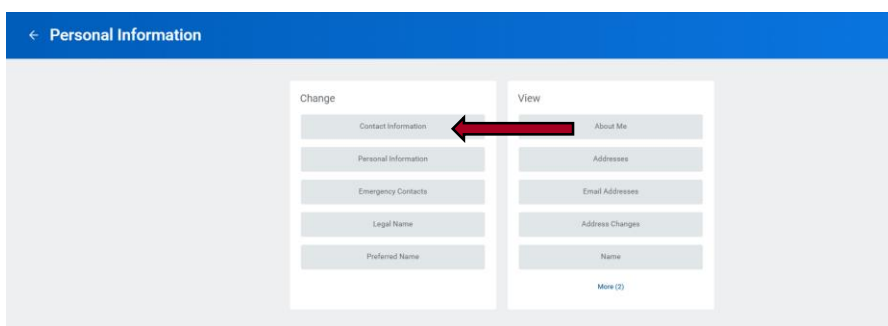
1

Login to [Workday](#)



2

Select the **Personal Information** Application

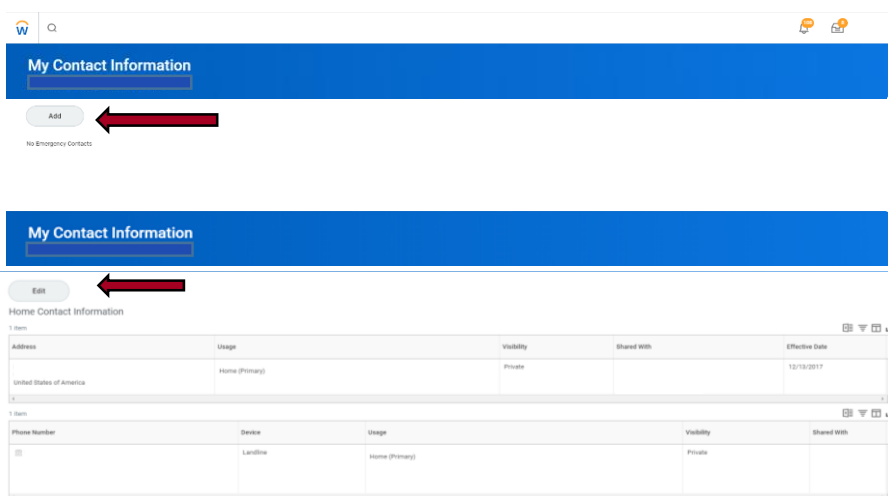


3

Select **Contact Information**

4

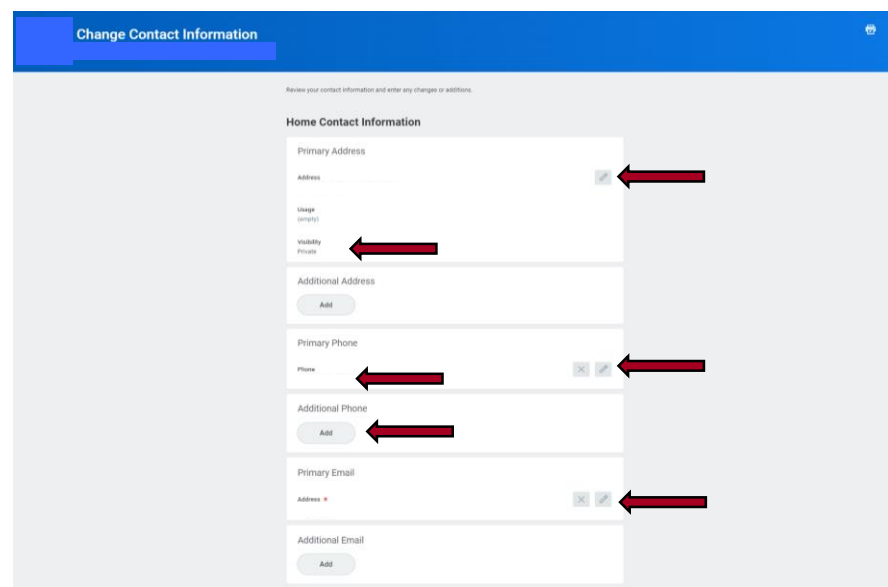
If you don't have any Contact Information you will see the "Add" button, but if you already have Contact Information you will see an "Edit" button. Please click on "Edit or Add" to continue.



5

In the next page "Change Contact Information" the Information will be grayed out until selecting the pencil icon.

Please note: Address, Primary Phone and Primary E-mail are Mandatory fields.



6

Following the above instructions you can also change the Work Contact Information, once completed please select **Submit** to save all changes.

Work Contact Information

Business Location

Address
180 & 140 E 10th, Clearmont, CA 91711




Primary Work Location
Current work location is business location.

Alternate Work Location

Additional Address

Primary Phone

Additional Phone

Primary Email
Address  alexandra.gaylan@cpqa.edu  

Additional Email

Primary Web Address

Additional Web Address

enter your comment