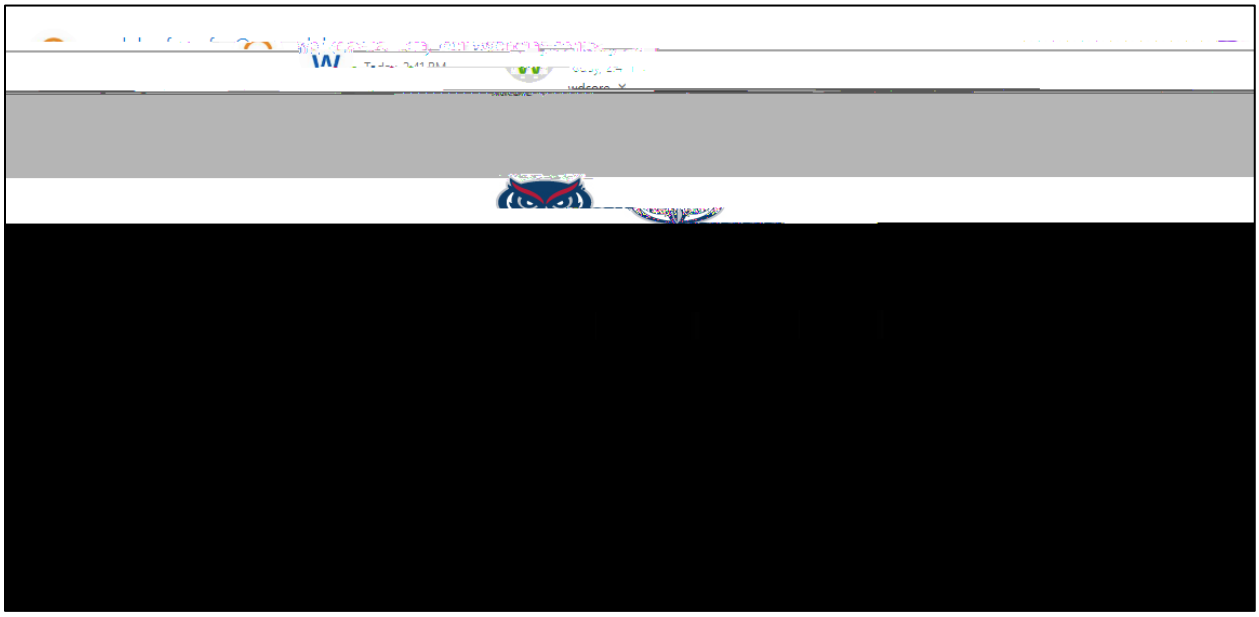
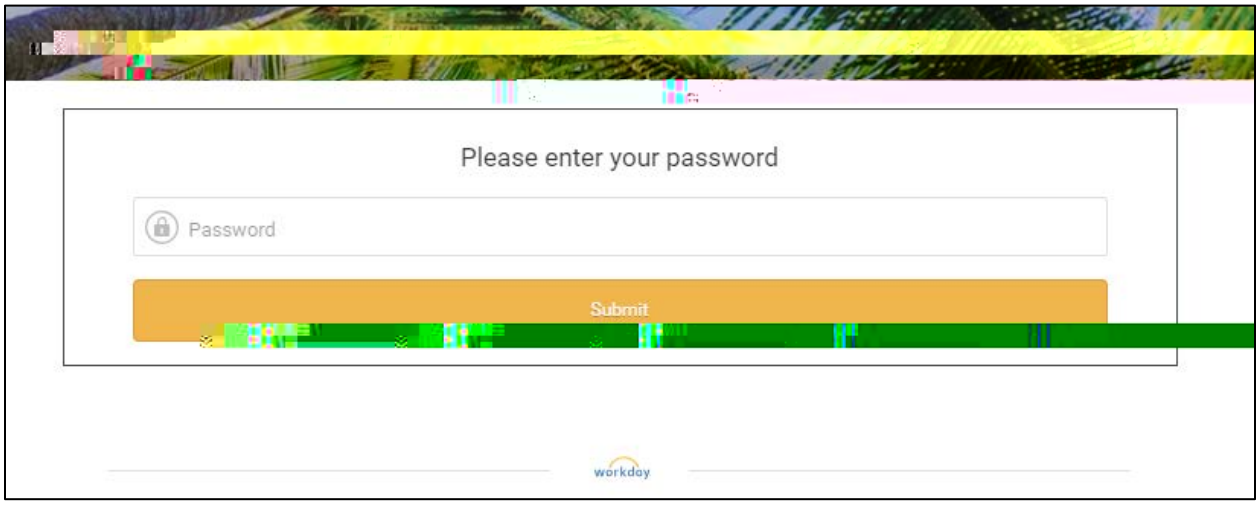
Once submitted, an email gets be sent to the new email address that was entered. Check your email for the following subject line “Workday – Username Change Verification”.



Review the email and click the link that was provided. This will take you to your account page and you will be prompted for your password. Once entered, hit “**SUBMIT**”.



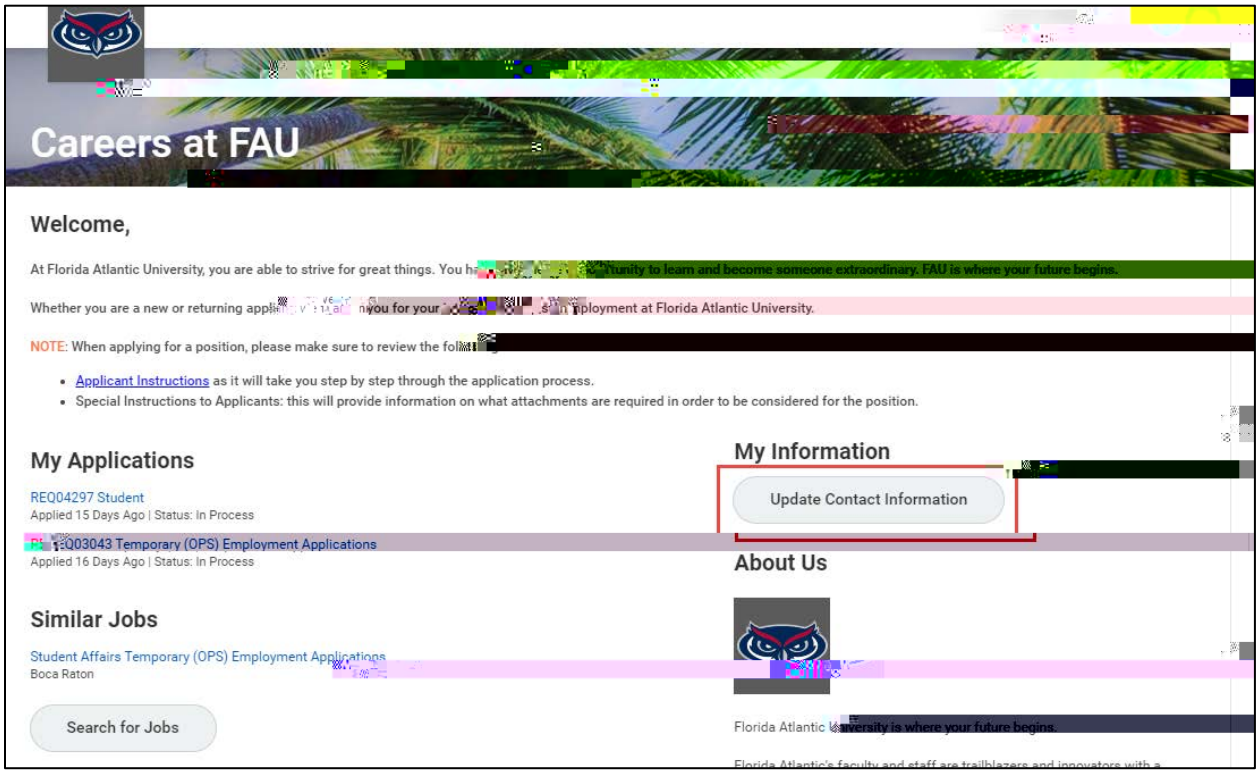
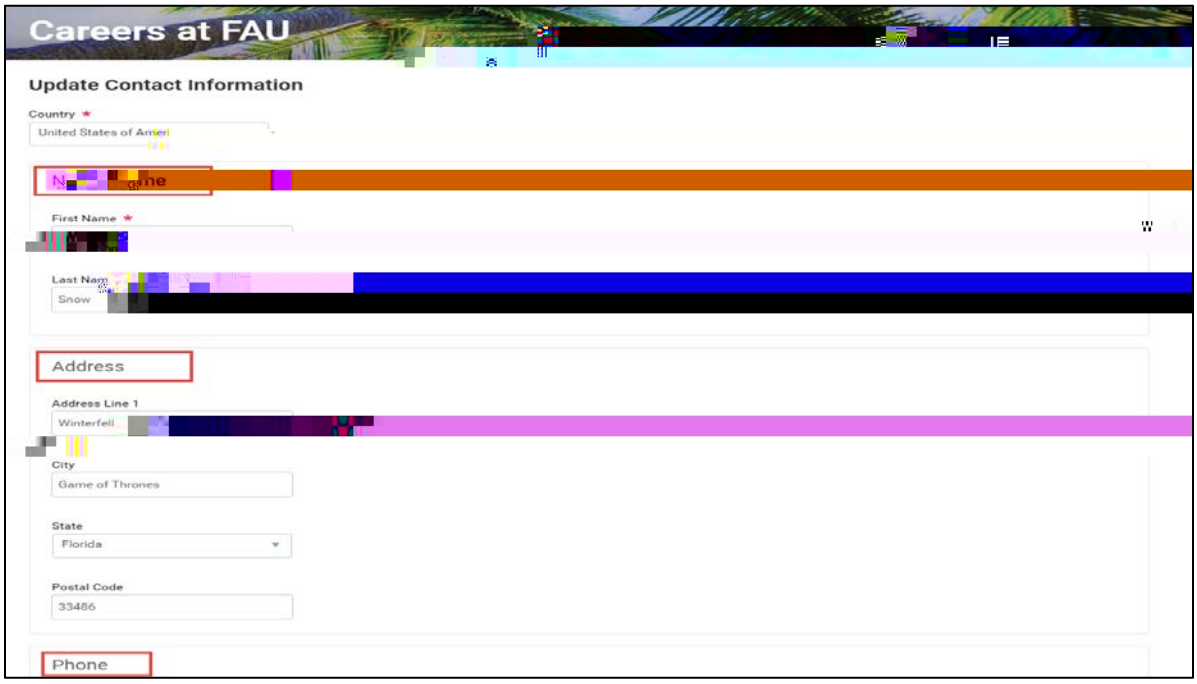
Then you will be prompted to login with you updated email address. Once logged in, verify the email address by clicking the cloud icon

HOW TO UPDATE YOUR CONTACT INFORMATION:

To update your Name, Address, and Phone Number after you have applied for a position, select the cloud icon , then select “**View Profile**”

This will take you to your profile. From this screen, select "**Update Contact Information**".

NOTE: If you have not applied to any positions, you will not have access to this.



This will bring you to the "**Update Contact Information**" page. Review the information available and update as necessary, then hit "**OK**"