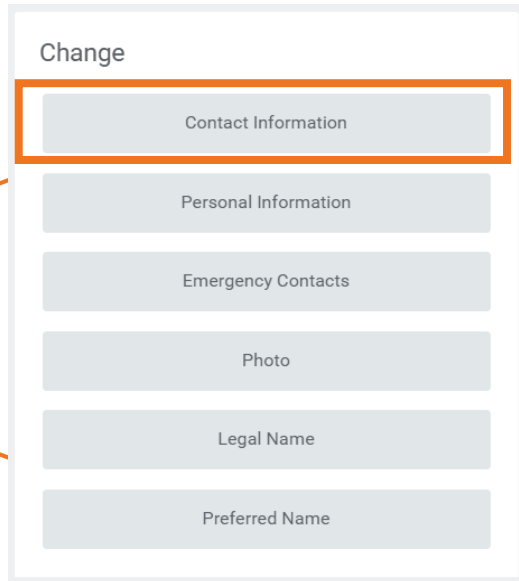


Updating Contact Information in Workday



Edit



Once in the Contact information tab, choose 'Edit'

There are 2 sections of contact information: Home and Work

Click the **Edit** icon next to your primary contact information. Enter the information that is marked with *



Click to open 'details' and make sure the visibility is set to **Public**.



If you leave this as **Private**, you will be unable to receive emergency notices.

Be sure to submit when finished.


Submit

If you need assistance making these changes, please reach out to HelpDesk@northstaranesthesia.com

Primary Phone



Phone (empty)  

Phone Device *
select one



Country Phone Code *
x United States of America (+1) 

Phone Number *

Phone Extension

 Details 

Primary Email

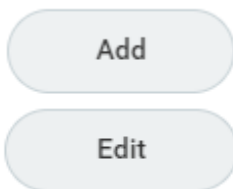
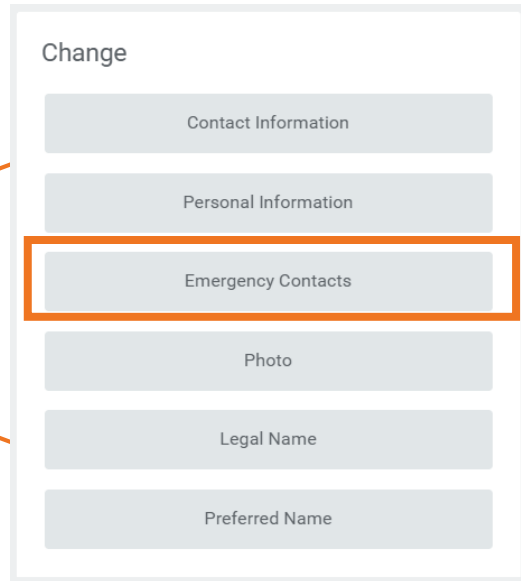
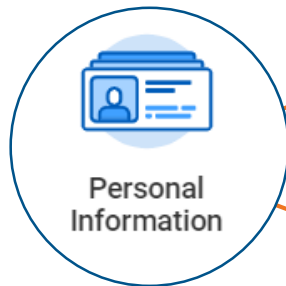
Address *  

▼ Details

Visibility *
Private

Notes

Updating Emergency Contact Information in Workday



Once in the Emergency Contact tab, choose either 'Add' or 'Edit' to update your emergency contacts list.

A form titled "Primary Emergency Contact" with fields for "Legal Name", "Relationship", and "Preferred Language". Each field has a red asterisk and a copy icon. At the bottom are "Submit", "Save for Later", and "Cancel" buttons.

Enter the information of your Primary Contact first.

Provide information marked with *
Having an address and phone number are highly preferred for emergency contacts. Using a phone number is the fastest way for us to reach your contact in an emergency.

A form titled "Alternate Emergency Contacts" with a large "Add" button.

You can add an additional contact at the bottom of the 'Edit' page.

Be sure to submit when finished.



If you need assistance making these changes, please reach out to HelpDesk@northstaranesthesia.com