

Workday is the system of record for all of Marymount's staff and faculty. You have the ability to maintain your personal information at any time.

Here are a few things you can change:

- Address
- Phone number
- Emergency contacts
- Legal name
- Preferred name

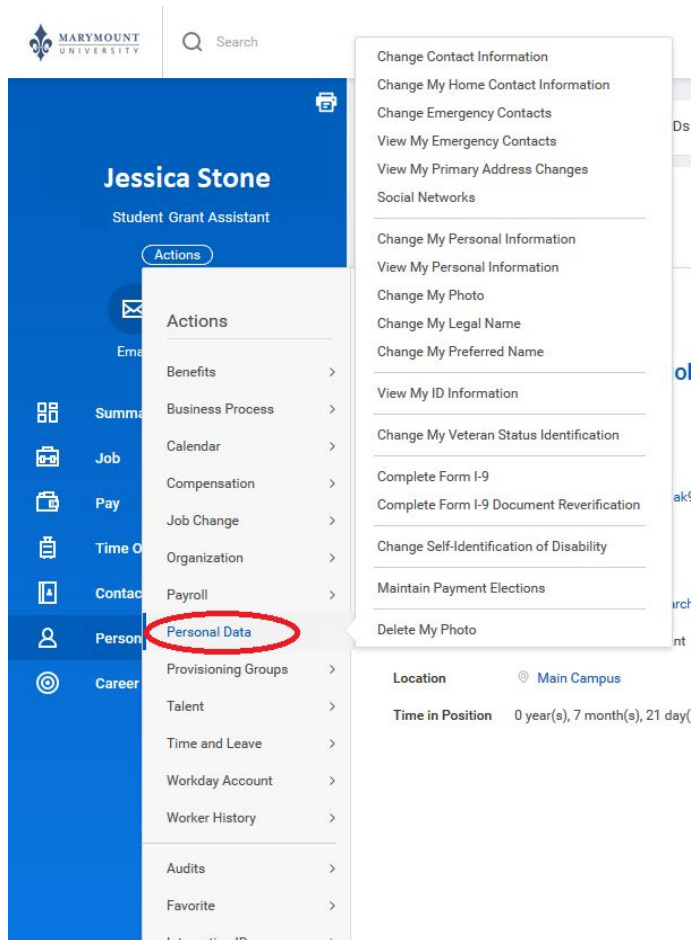
### ACCESS YOUR PERSONAL INFORMATION

The process is pretty straight-forward in most cases.

First, access your employee profile by clicking your **Profile** icon (at the top right of the screen), and select **View Profile**.

Your Profile icon may be different from a cloud icon if you changed your photo.

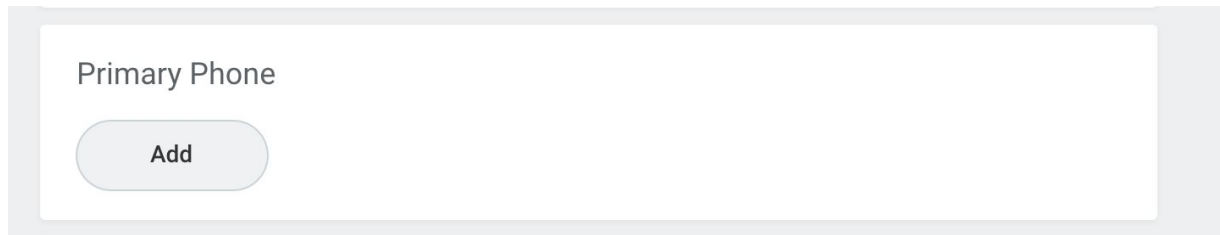






## CHANGE CONTACT INFORMATION

- Click the **Related Actions** button ( [Actions](#) ) then the **Personal Data** tab:

- Then, click **Change Contact Information**.
- To enter a new piece of information click the **Add** button at a designated section. For example, to add your phone number you would click the **Add** button here:



- To edit an existing piece of information click the Edit icon, .
- Finally, click the orange  button to submit your changes and the **Done** button after that to complete the process.