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.
**Personal Information:** Change Contact Information

**Change Contact Information**

- Click the Related Actions button (Actions) then the Personal Data tab:
Personal Information: Change Contact Information

- 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:

  ![Primary Phone Add Button](image)

- To edit an existing piece of information click the Edit icon,

- Finally, click the orange **Submit** button to submit your changes and the **Done** button after that to complete the process.