

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

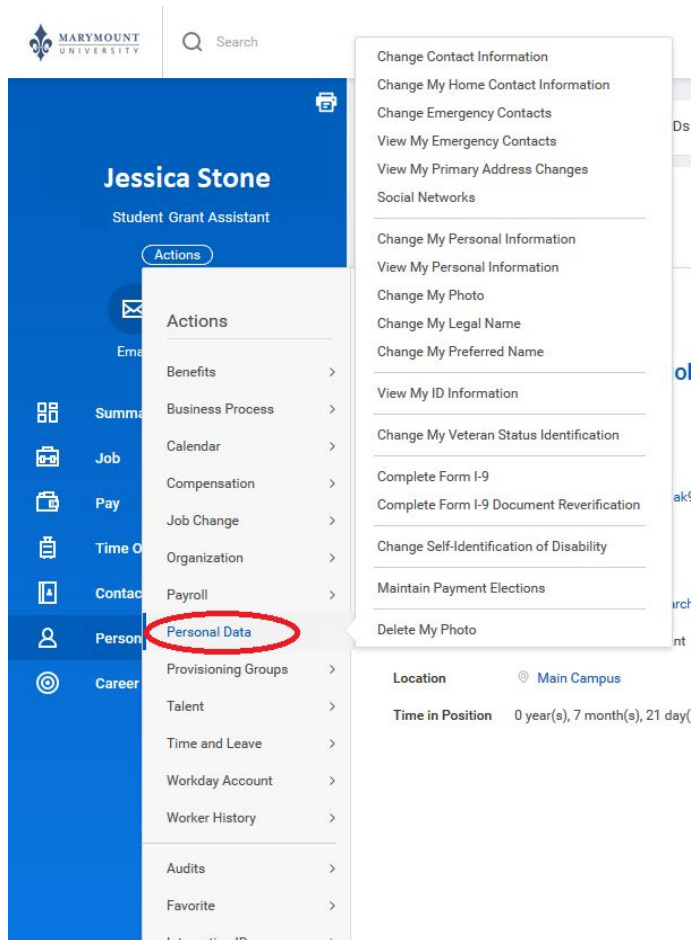
ACCESS YOUR PERSONAL INFORMATION

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.




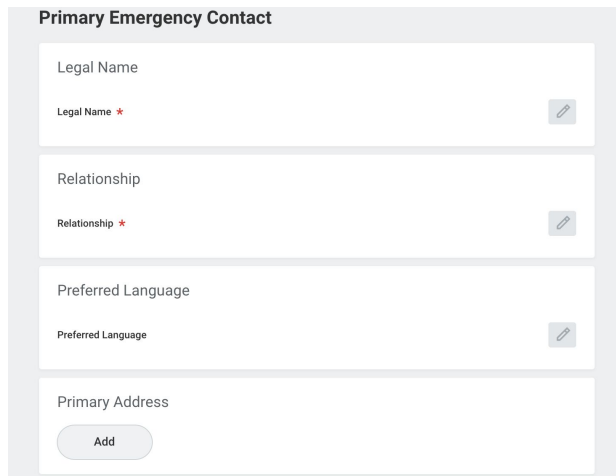



VIEW YOUR EMERGENCY CONTACTS



- Click the **Related Actions** button ([Actions](#)) then the **Personal Data** tab:
- From the new options that appear click **View My Emergency Contacts**.

CHANGE YOUR EMERGENCY CONTACTS

- Click the **Related Actions** button () then the **Personal Data** tab:
- Click **Change Emergency Contacts**. You will find a similar screen:



- Click the edit icon  to enter your emergency contact's legal name, your relationship with them, phone number and more information that you wish to add:

- After making these changes hit the orange  and  buttons consecutively to retain them.