Personal Information: View or Change Your Emergency Contacts

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**.
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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.