Overview:

This document explains how students can update their phone number to indicate a phone type as Mobile or Add a Mobile phone.

- The recommended browser for accessing Workday is Google Chrome. However, Mozilla Firefox and Apple Safari may also be used.
- For assistance or training using these procedures, email the Office of the Registrar at registrar@findlay.edu.

Icons referred to in this document

|				
Prompt	Related Actions	Required Field	Pencil	Check

Update Home Contact Information

Notes:

- You will not have access to change your institutional contact information.

1. Click the **Profile Picture** in the top-right corner of the Workday homepage.

2. Click **View Profile**.

3. Click **Contact** in the blue vertical banner located on the left-side of the page.
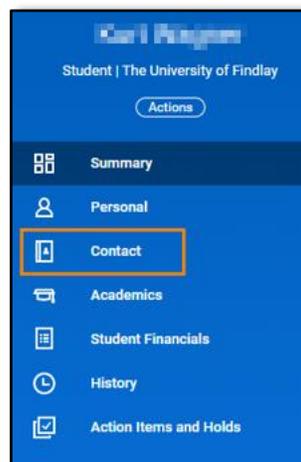
4. Click **Contact** to open the **Contact** sub-tab.
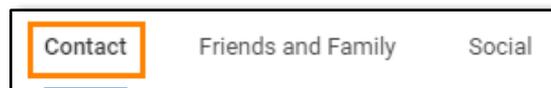
5. Click **Edit**.
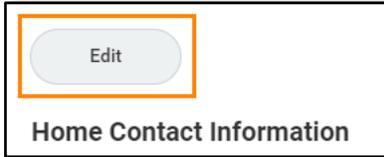
6. Click **Add** to enter a new piece of information or Click the **Pencil** to edit previously entered information.
    Note: Phone Type must include Mobile if you want to receive emergency Oiler Alert notification. A usage of Telephone indicates a land line.
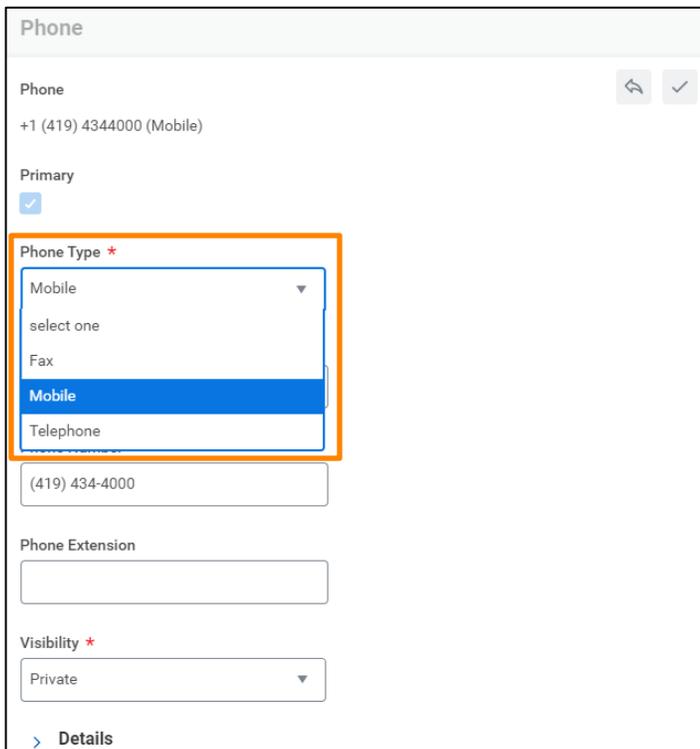
Click **Submit** when finished.