

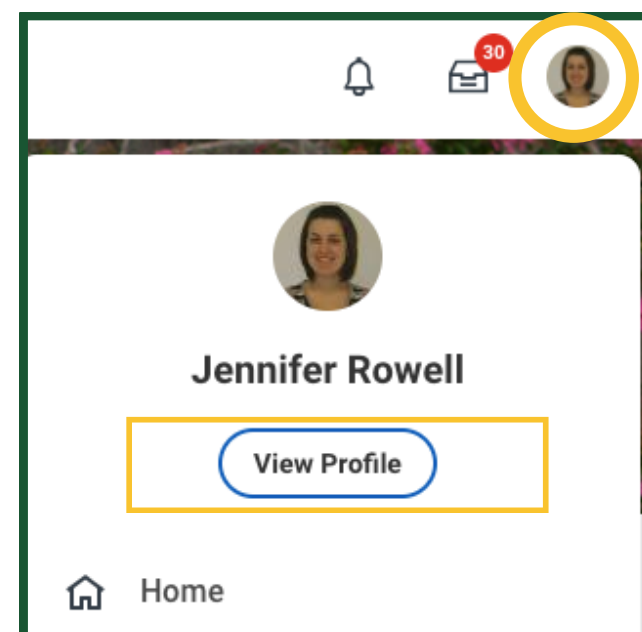
Change of Address

Overview

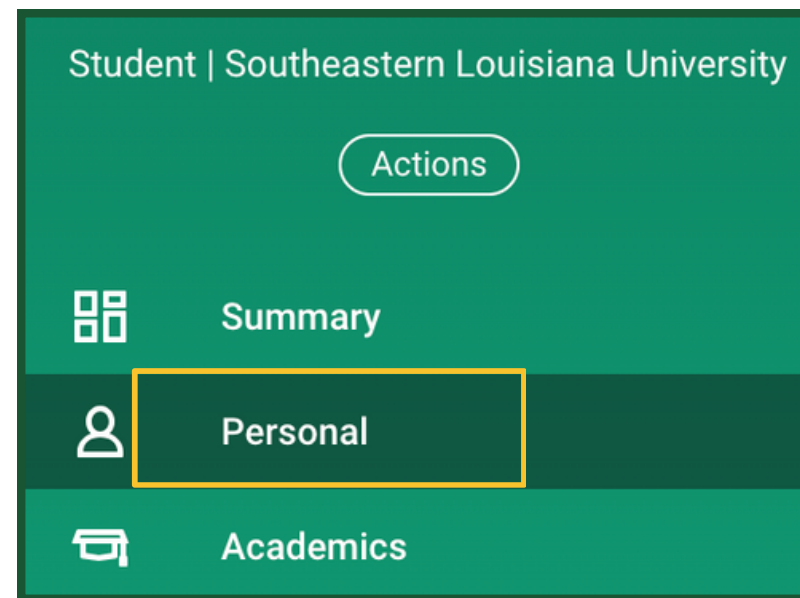
This quick reference guide will cover how to update your home address in Workday.

Process

1. In Workday, navigate to your profile by selecting your profile picture and then **View Profile**.



2. Select the **Personal** tab and from the **Contact** tab, click **Edit**.



3. To **edit** the information, select the **pencil icon**. To **delete** the information, select the **X icon**. When finished, press **submit**.

