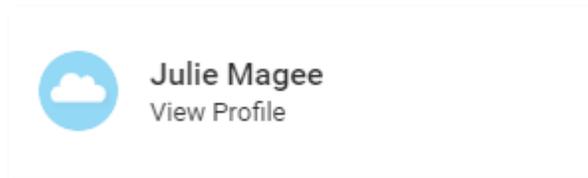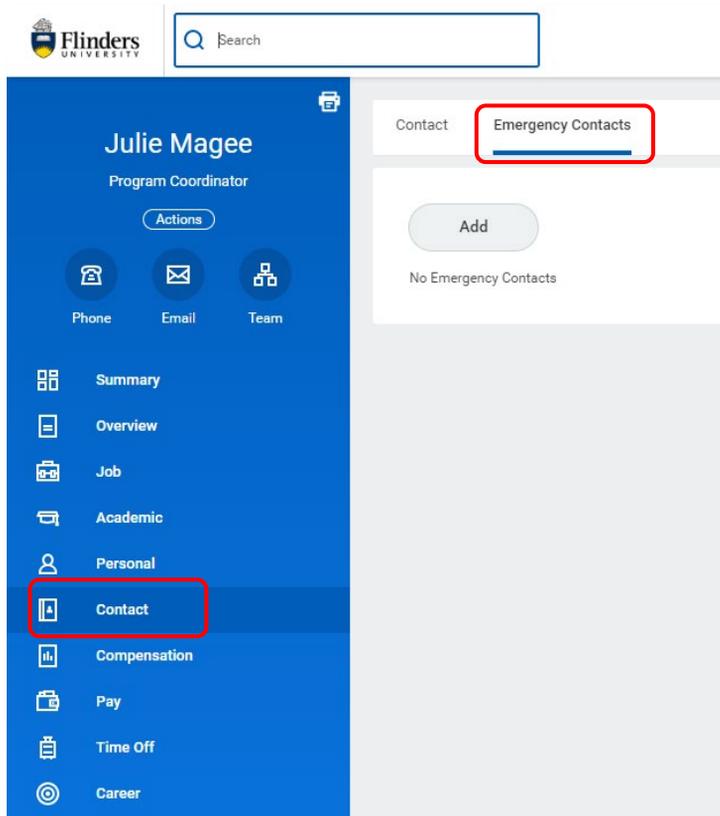You can add or change your emergency contact through your Workday profile by clicking on your profile icon in the top right-hand corner of the system
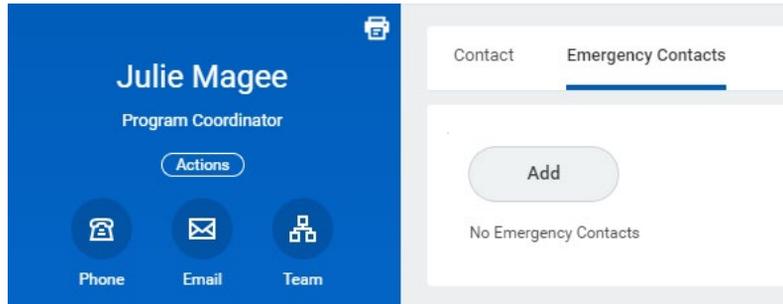

Click *View Profile*

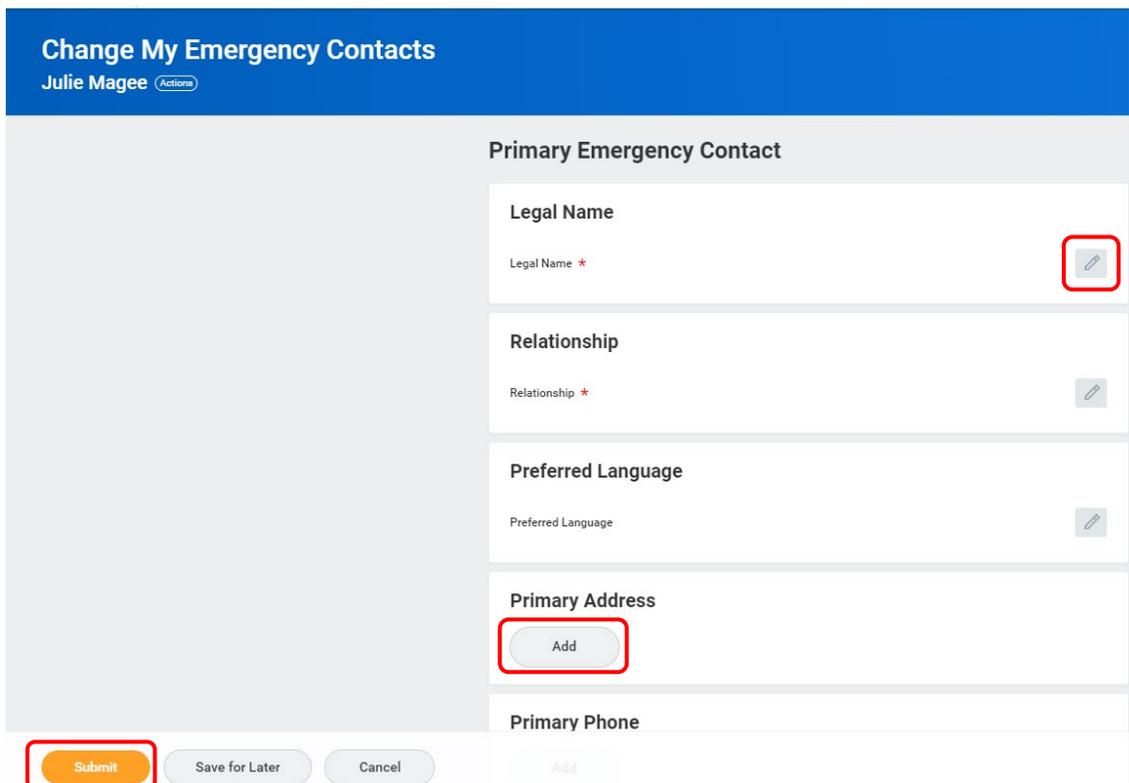Select *Contact,* select *Emergency Contacts*

workday.

Click *Add* or *Edit*

To update your details, click on ✎ or *Add* by the fields you want to update. When you have completed the field click on ✓ to confirm or ↩ to undo your details.

Once ready click *Submit* to confirm your emergency contact details.

Please note: You can also add or edit alternate emergency contacts

Alternate Emergency Contacts

Alternate Emergency Contacts

Add