

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

Flinders Q Bearch	
日本 Frogram Coordinator Actions Phone Email Team	Contact Emergency Contacts Add No Emergency Contacts
Image: Summary         Image: Overview         Image: Job         Image: Academic         Image: Academic	





## Click Add or Edit

🖶 Julie Magee	Contact Emergency Contacts
Program Coordinator	Add
오 프 옵	No Emergency Contacts

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.

Change My Emergency Contacts Julie Magee (actions)	
	Primary Emergency Contact
	Legal Name *
	Relationship *
	Preferred Language
	Primary Address
Submit Save for Later Cancel	Primary Phone



## Change emergency contact



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

## **Alternate Emergency Contacts**

Alternate Emergency Contacts

Add

