Step 1: Log in to Workday

- Go to your Workday
- Enter your credentials and log in.

• Step 2: Navigate to inbox > Right side corner



- Step 3: Access Emergency Contact information
 - In the left-side "Change Emergency Contacts".
 - Click the **pencil icon** next to the contact.
 - Update the necessary fields (name, relationship, phone number, etc.).
 - Click "Submit".

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