Step 1: Log in to Workday
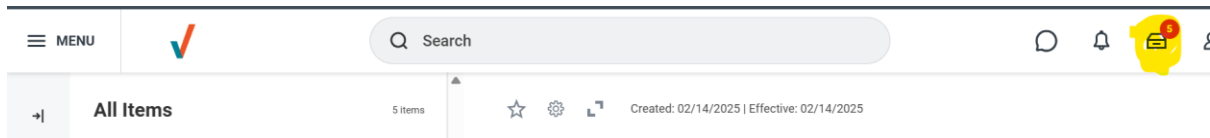
- Go to your Workday

- 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"**.