Change My Work Contact Information

In myURHR Workday, staff are able to update their work phone number via self-service. **Updates to building locations will need to be submitted by department coordinators in Workday.**

Change My Work Contact Information

1. From the Landing Page, select **Profile.**
2. Select **View Profile**.
3. Select the **More** option to show additional profile sections and select **Contact.**
4. Select **Edit.**
5. Select **Change My Work Contact Information.**

From here, you can either add or update your Work Phone number. Remember, updates to actual building locations should be submitted by your Department Coordinator.

6. If adding a new phone number, select the **Add** button and enter in the number and related details.
7. If updating an existing entry, select the **Pencil** icon to edit that entry.
8. If there are multiple phone numbers, please make sure to check **Primary** for the relevant number. If there is only one number, it will automatically be marked as primary.
9. When you are finished adding or editing an entry, select the **check mark** to confirm the information.
10. Select **Submit**.