# Update Contact Information for Terminees

1. Log into Workday, and select the **Personal Information** Worklet

2. Select Contact Information.

3. Select the **Edit** button.

4. The following information is available to update:
   - Primary Address
   - Additional Address
   - Primary Phone
   - Additional Phone
   - Primary Email
   - Additional Email
   - Primary Web Address
   - Additional Web Address

5. Select the pencil icon to edit the information you wish to update, or the “add” button to enter additional contact information.

6. Select **Submit**.

7. Your updates have been successfully completed.