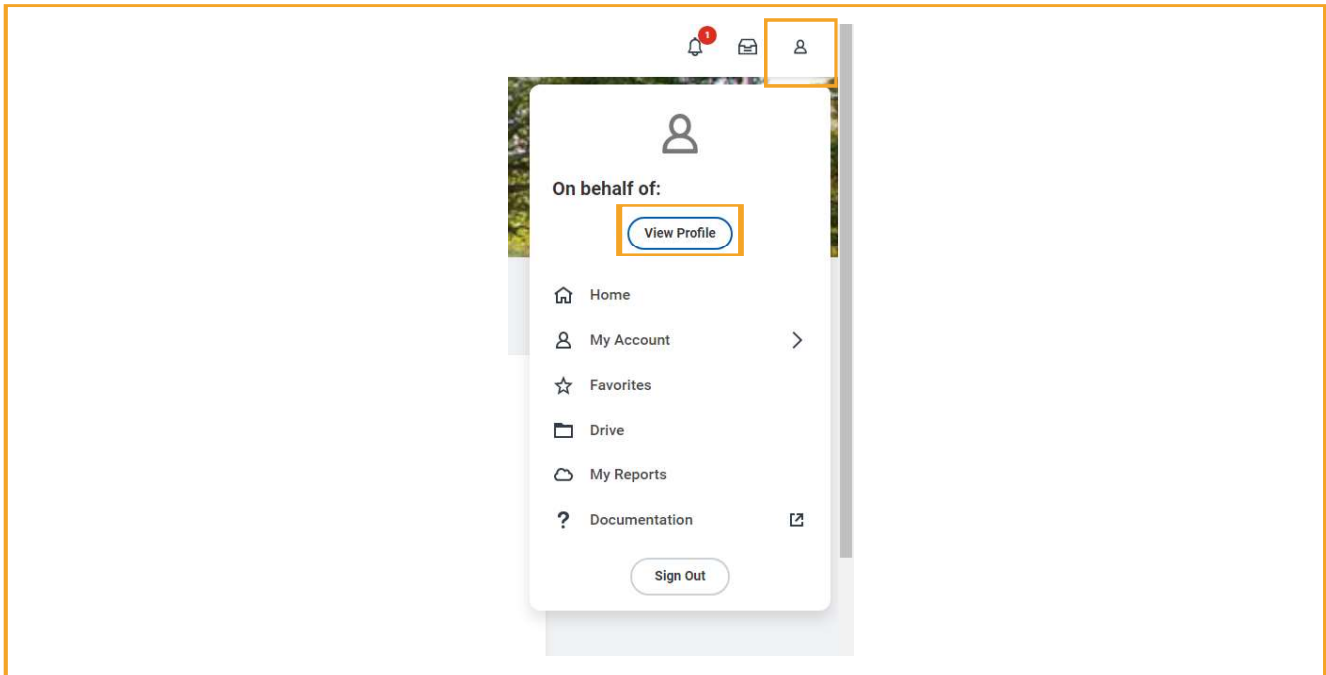# Change of Address

STEP 1

From your Workday homepage, select the **Profile Icon** and choose **View Profile**.
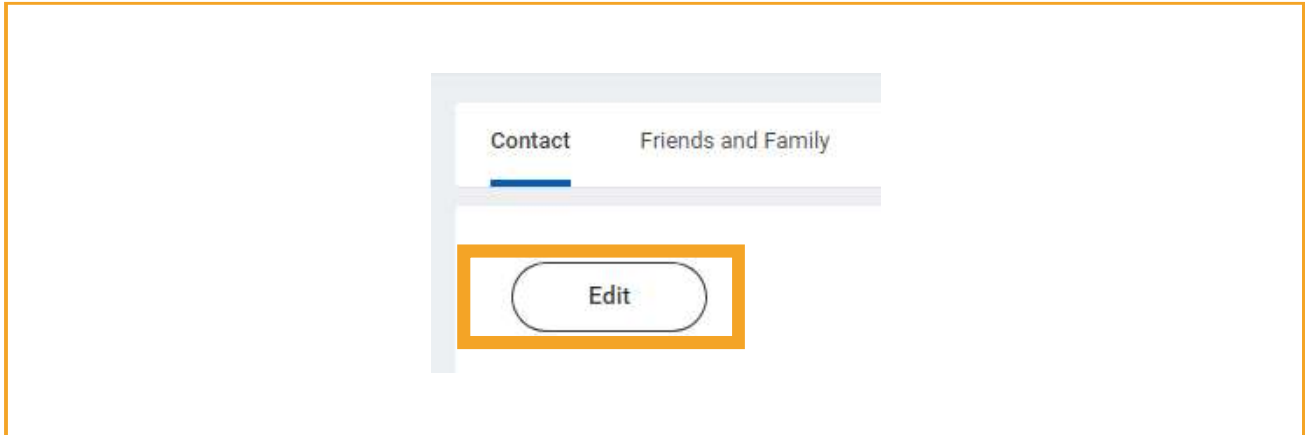
STEP 2

Select **Contact** from the left menu.
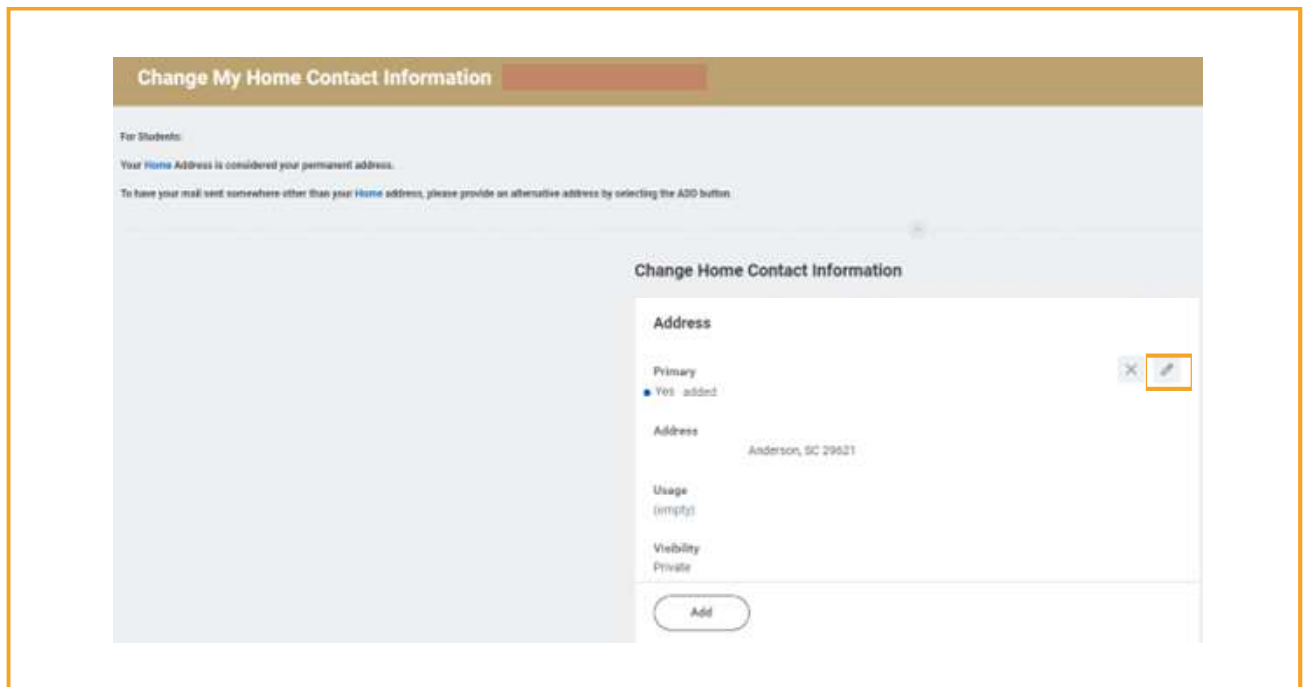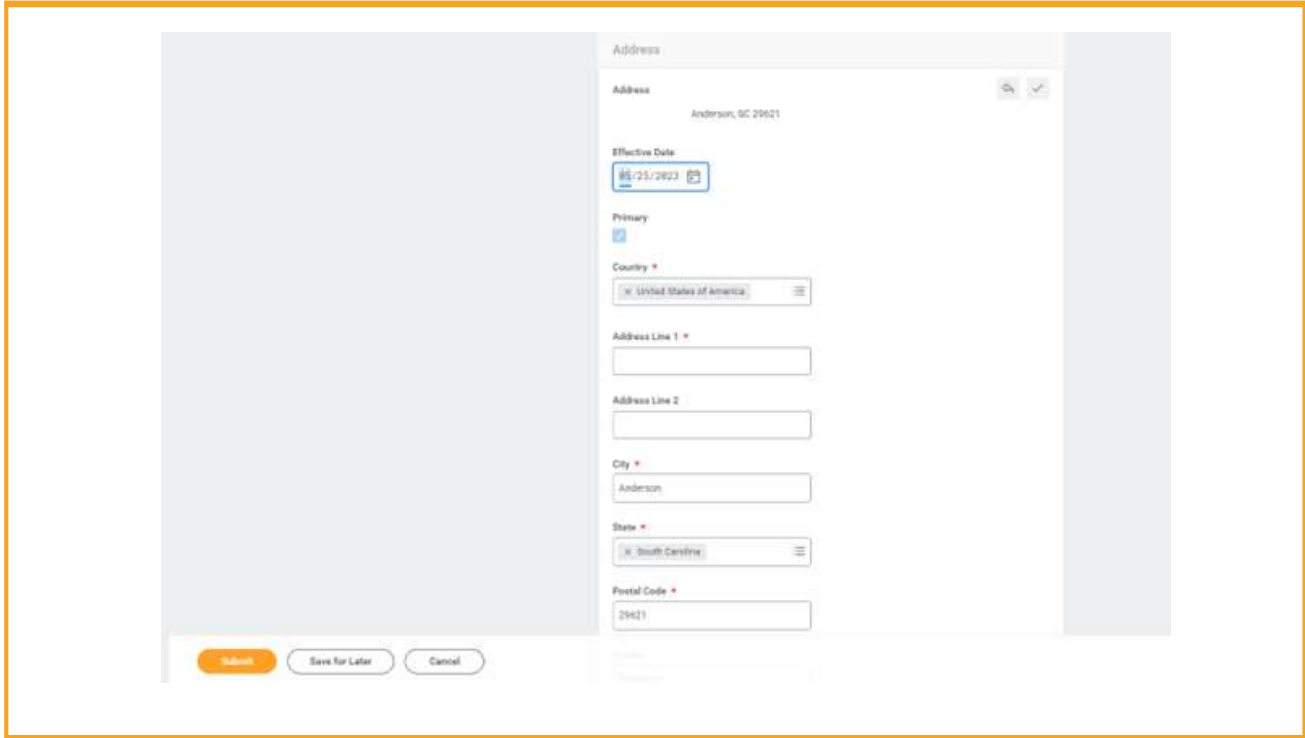
STEP 3
Select **Edit**

Contact   Friends and Family

Edit

STEP 4

Select the **Pencil** icon.

Change My Home Contact Information

For Students:

Your Home Address is considered your permanent address.

To have your mail sent somewhere other than your Home address, please provide an alternative address by selecting the ADD button.

Change Home Contact Information

Address

Primary
● Yes added

Address
Anderson, SC 29621

Usage
(empty)

Visibility
Private

Add

STEP 5

Update the appropriate information and click **Submit**.