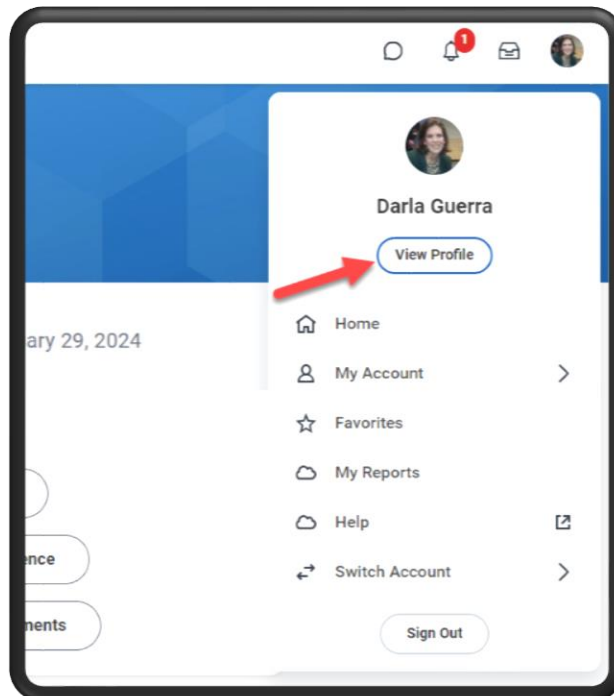


How to Update Your Email on Workday

- Log into Single Sign On (SSO)
- Select Workday
- Click on your profile picture

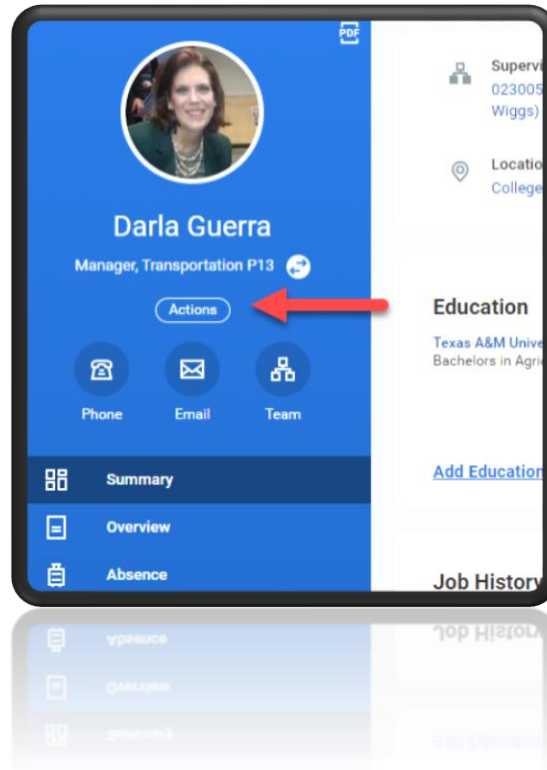


- Select 'View Profile'

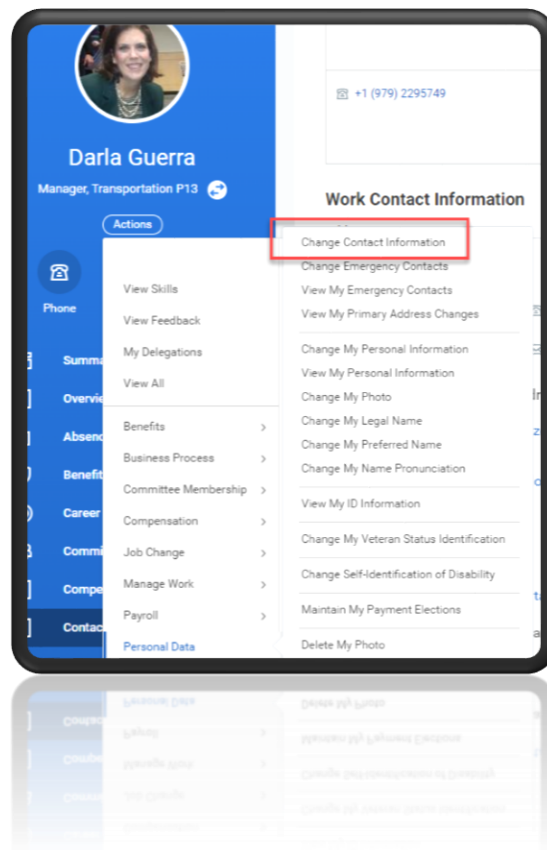


How to Update Your Email on Workday

- Select 'Actions' on the left side of the page to update your contact information



- Hover over Personal Data and select 'Change Contact Information'.



How to Update Your Email on Workday

- Scroll down to 'Primary Email' and click the pencil icon to 'edit'. Update your email address and click the check mark to save.

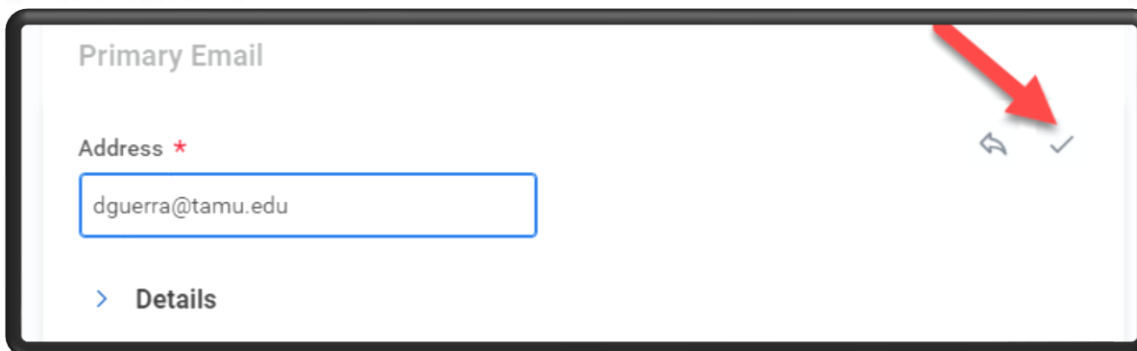


Primary Email

Address *
dguerra@tam.u.edu

X 



A red arrow points to the pencil icon.



Primary Email

Address *
dguerra@tam.u.edu

> Details

A red arrow points to the checkmark icon.