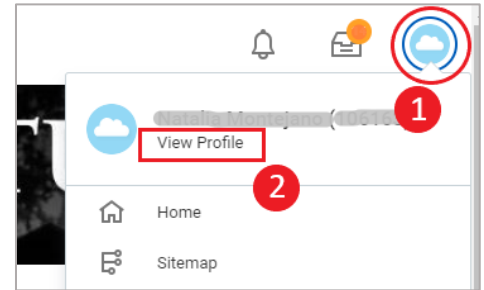# Modify Personal Information

ACCESS YOUR WORKER PROFILE PAGE

To access your worker profile page, log into Workday and click your **picture or cloud icon** in the upper right corner, then **View Profile**. Your Worker Profile page displays.

ADD OR CHANGE YOUR CONTACT INFORMATION

1. Click on the **Contact** tab on the blue pane on the left.

2. Click **Edit** to change home or work contact information.

3. Within each section click the **Edit** icon ✏️ to change existing contact information or click **Add** to add new information.
    a. You can also click within each section to edit. Then click outside that section to save or move on to the next section.

4. Click **Submit.**

5. A confirmation page will display with the HR Partner up next to approve.
    a. Click **Done.**
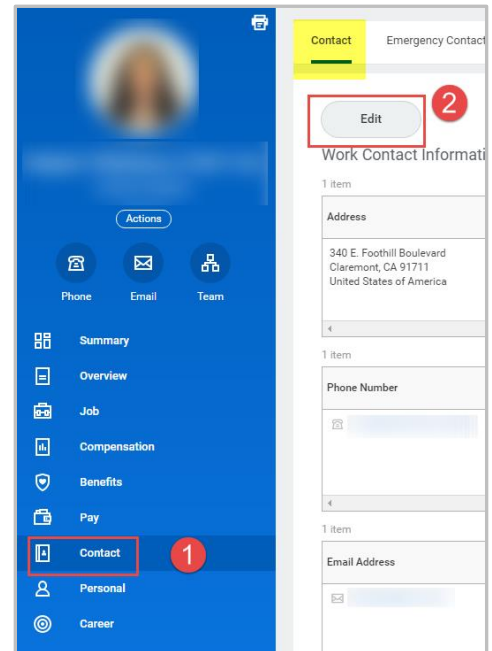
💡	• Approval by HR Partner is required after making edits to your contact information.