MONTGOMERY COLLEGE

Updating Your Emergency Contact Information in Workday

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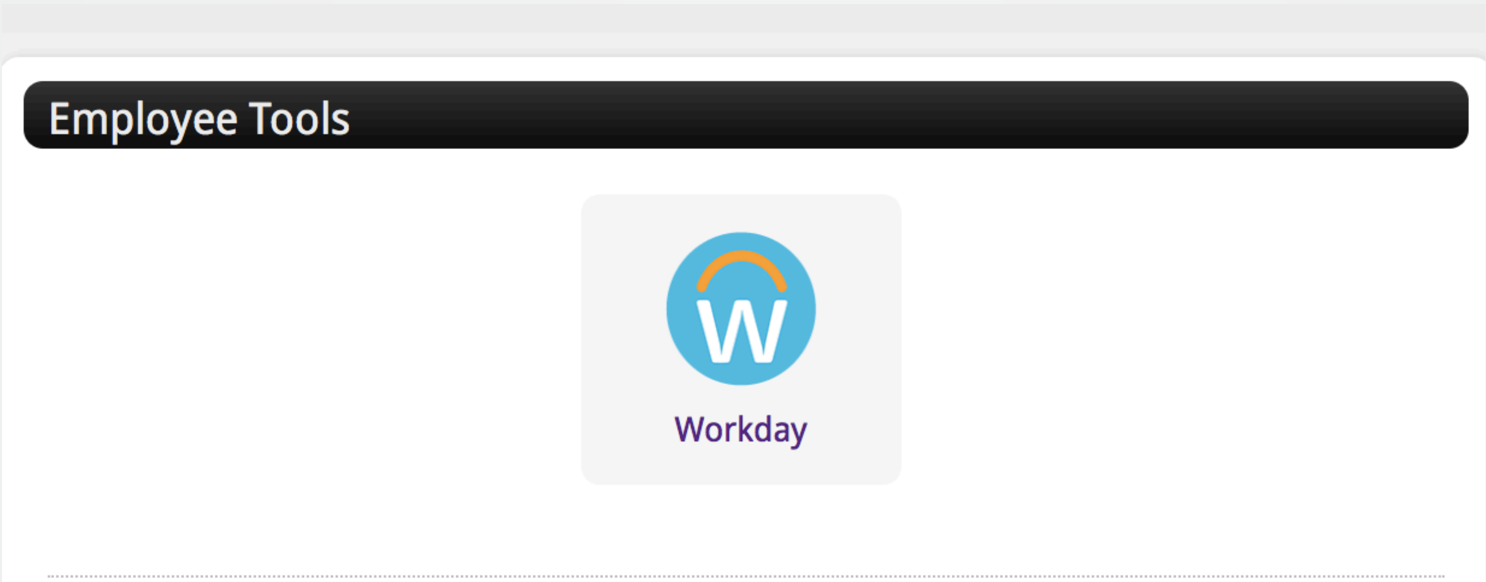
1. Access workday from the Employee Tools page on MyMC.



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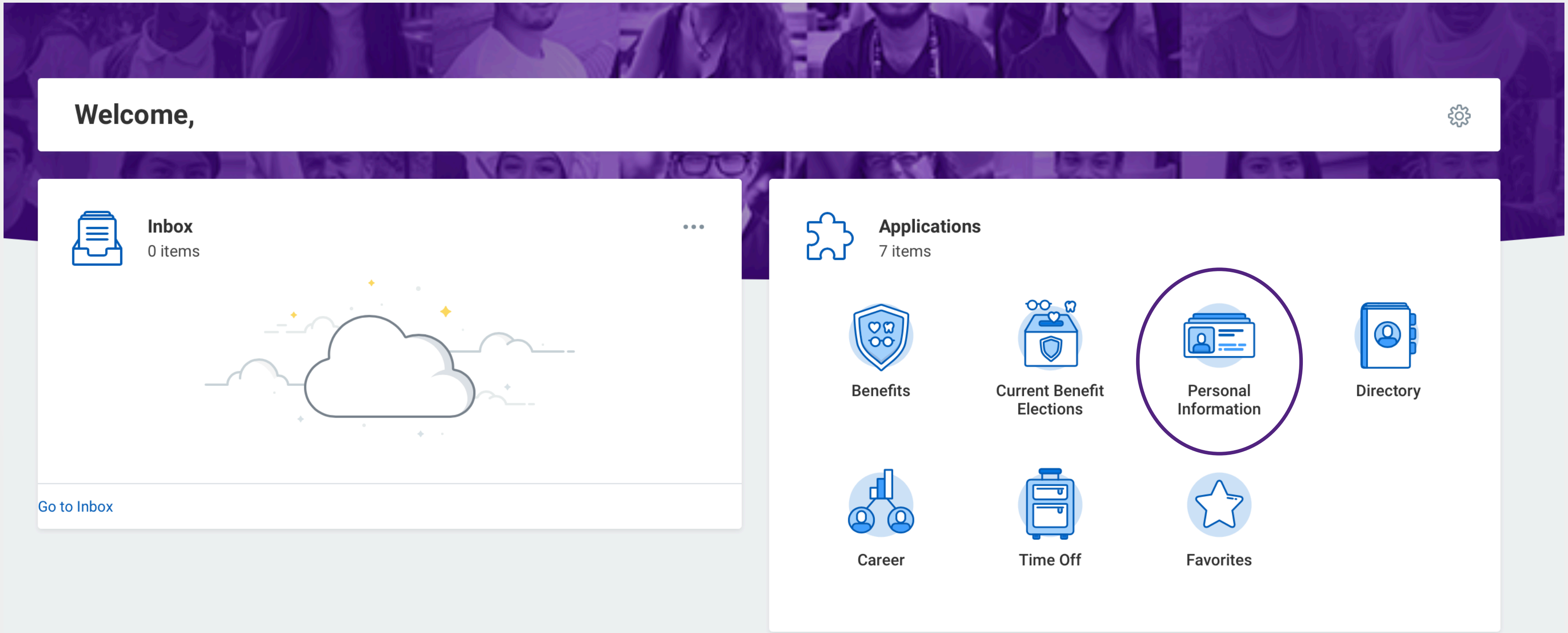
2. From your Workday home page, click the “Personal Information” widget



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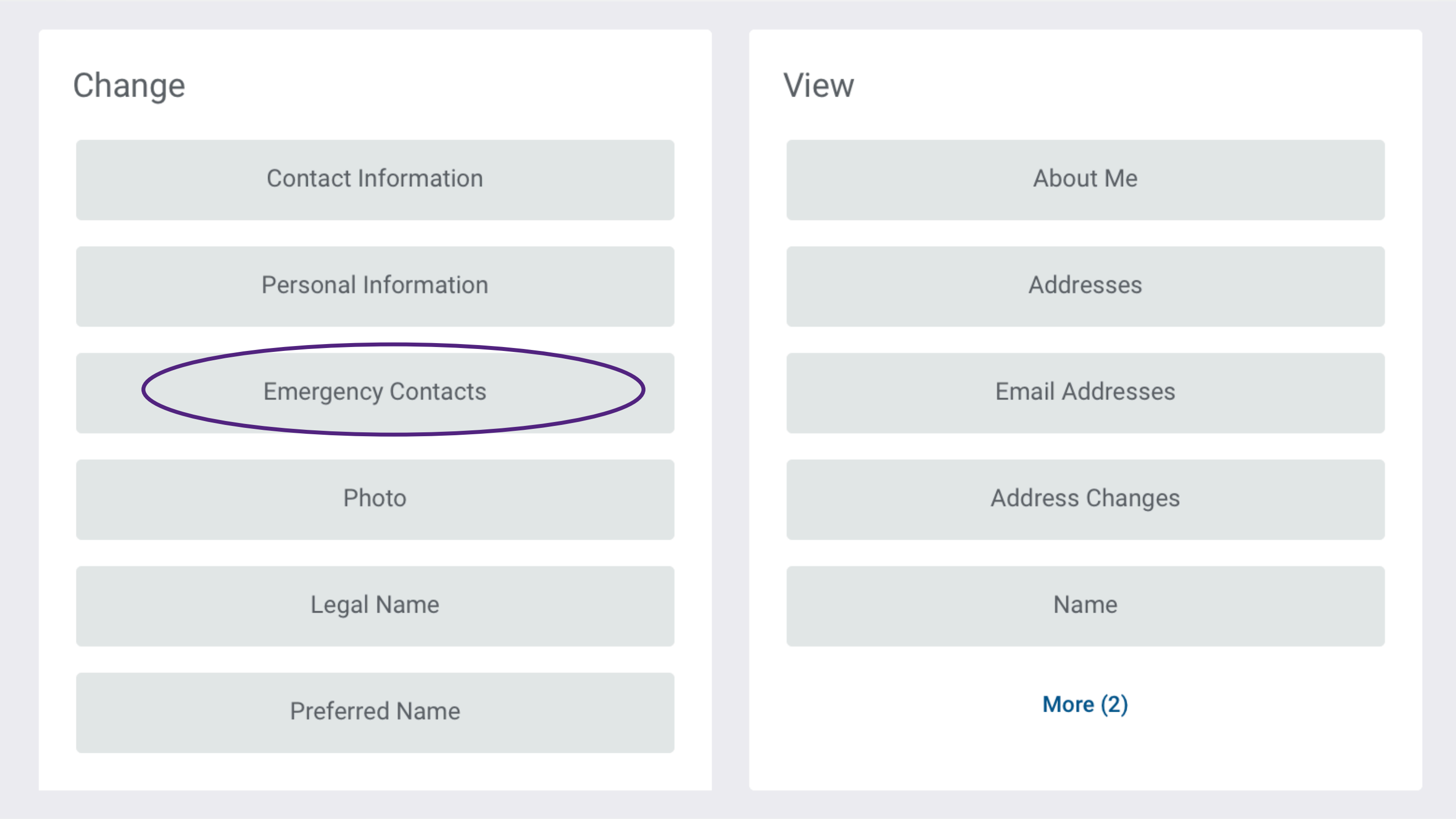
3. Select “Emergency Contacts” from the “Change” column



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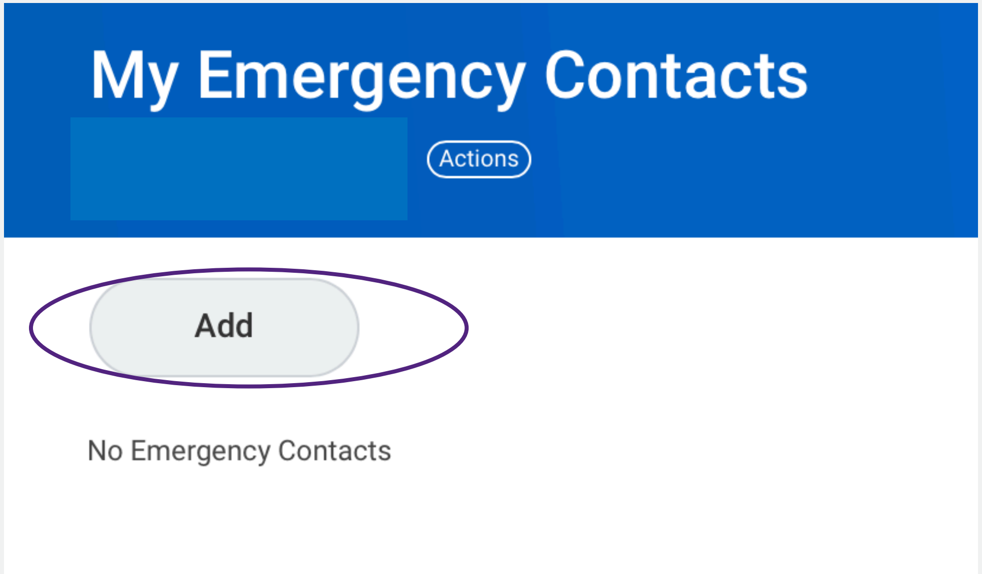
4. Click “Add” to add emergency contacts.



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5. Start to enter the information for your contact. Ideally there should be two contacts listed.