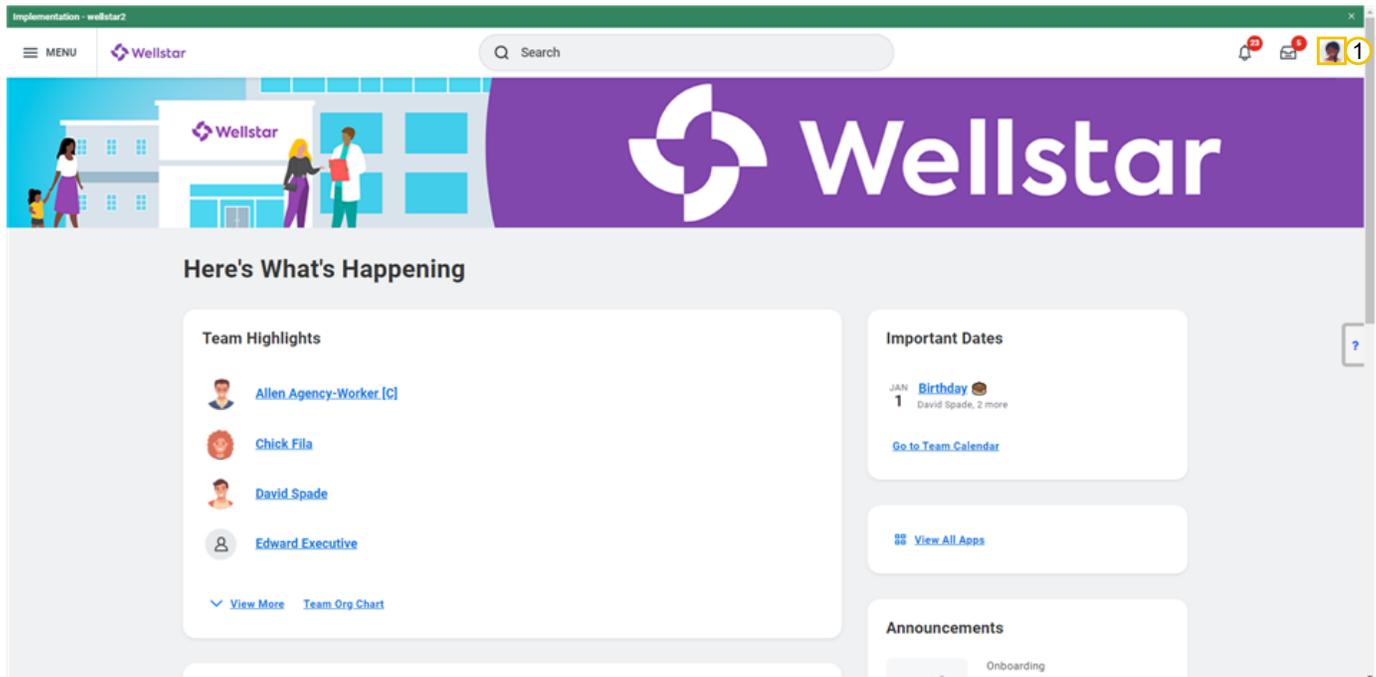## Overview

In this guide, you will learn how to **edit your home contact information** in Workday.
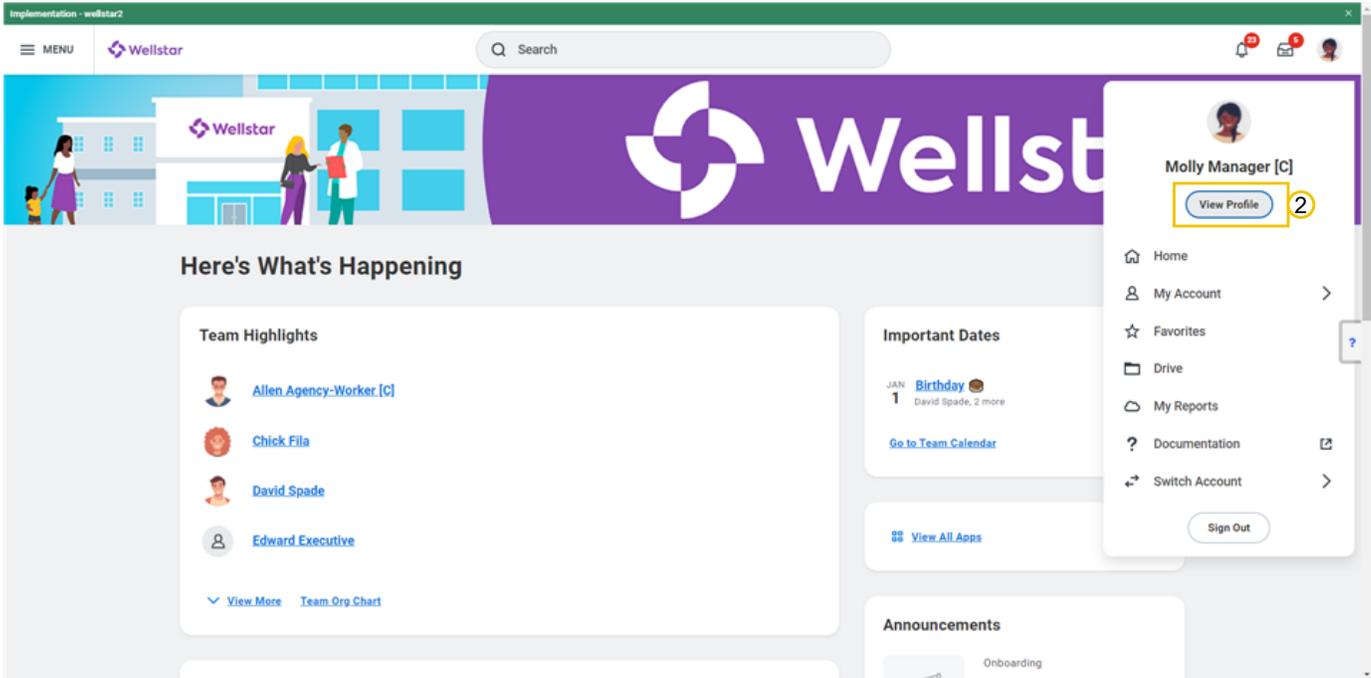
Step By Step Instructions

1. To begin, click your **Profile icon** in the upper right corner.

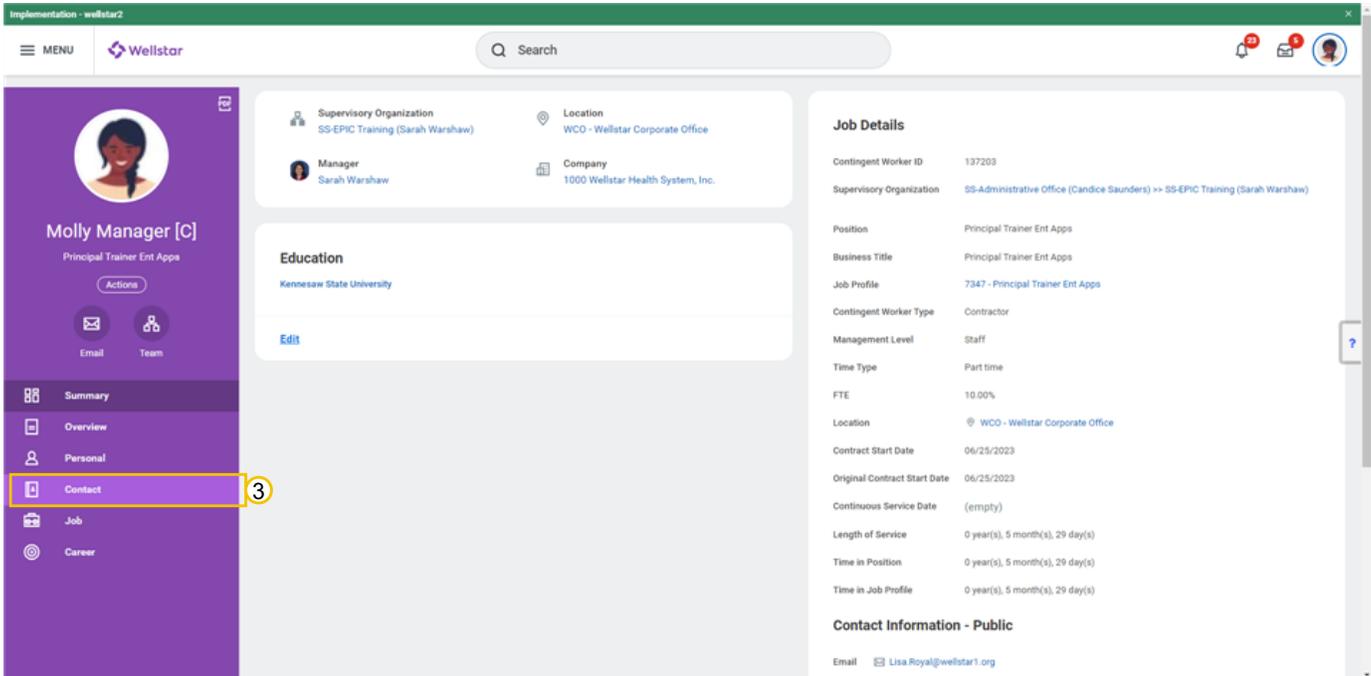💡 In this video, you will learn how to **edit your home contact information** in Workday.
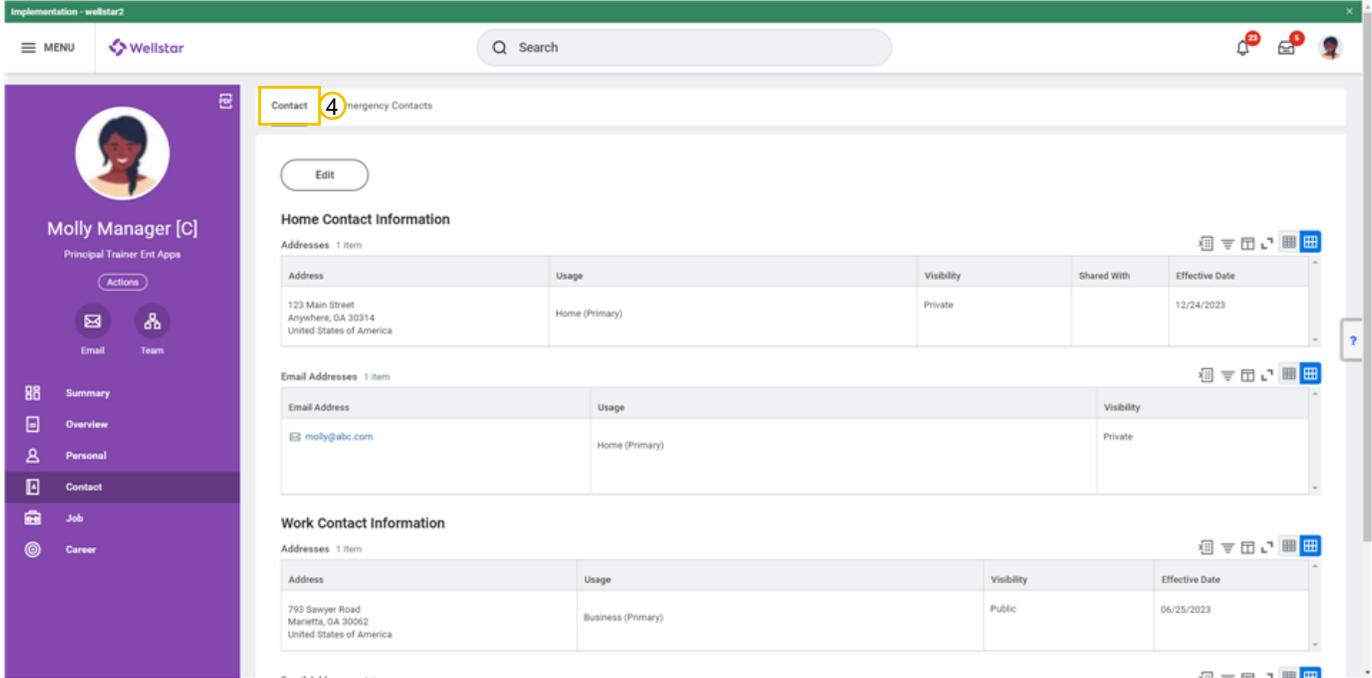
2. Select **View Profile**.

3. Your Worker Profile displays. Click **Contact** from the left navigation pane.

4. The screen defaults to the **Contact** tab on the right pane.

5. Click the **Edit** button to edit your home contact information.
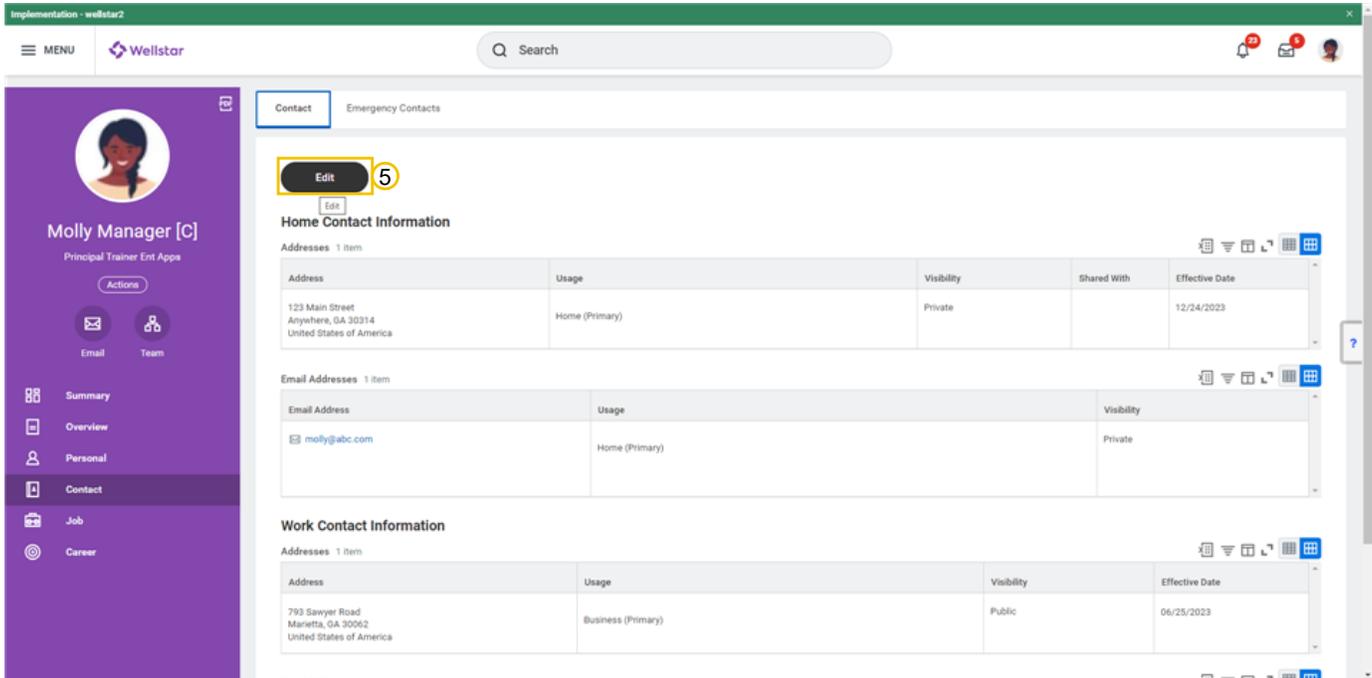
6. Click the **pencil icon** to Edit. (In this example, we will edit primary home address.)

7. Click in the address field, and make your edits.

8. Click the **checkmark to save** the entry.

9. When done, click **Submit**.

10. Your home contact information has been updated.

11. The process is complete. No further approvals are required. Click **Done**.

Congratulations, you have learned how to **change your home contact** information!