Manage Your Contact Information

These instructions will help you update your contact information including the following:

- Home Address
- Home Phone
- Personal Email

**Note:** It is very important to keep up-to-date records of your contact information in PeopleSync as the information stored is the primary record of all employee contact information. Your NYU.edu email is the default email used for work contact information. Work location defaults to a generic NYU address and is not what appears in NYU Directory.

Student employees use SIS as the system of record for all personal and work contact information and cannot make updates to contact information in PeopleSync.

<table>
<thead>
<tr>
<th>Steps</th>
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<tr>
<td>1. From the Workday home page, locate and click the <strong>Personal Information</strong> icon.</td>
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<tr>
<td>2. Under the <strong>Change</strong> menu, select <strong>Contact Information</strong> link.</td>
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<tr>
<td>3. The <strong>My Contact Information</strong> page will display. You can view your most current contact information here, including:</td>
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<tr>
<td>- Home Address</td>
</tr>
<tr>
<td>- Phone Number</td>
</tr>
<tr>
<td>- Email Address</td>
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<tr>
<td><strong>Note:</strong> Your NYU.edu email is the default email used for work contact information. Work location defaults to generic NYU address, and is not what appears in NYU Directory.</td>
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<tr>
<td>4. To make changes to your existing information, click the <strong>[Edit]</strong> button.</td>
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<tr>
<td>5. On the <strong>Change Contact Information</strong> page make changes to existing information and the <strong>[Add]</strong> icon to add new information.</td>
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<td><strong>Note:</strong> Changes to primary home address may have tax implications. Work contact information will be visible to the public. Home contact information defaults to private; however, you may change it to public if desired with the <strong>[Visible to Details]</strong> icon.</td>
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<tr>
<td>6. Click <strong>[Submit]</strong> button once the changes are complete.</td>
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<td>7. You will receive a confirmation message once the changes have been successfully completed.</td>
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<tr>
<td>8. Click <strong>[Done]</strong> button to return to the <strong>My Contact Information</strong> page.</td>
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For additional information please contact PeopleLink at (212) 992-LINK [5465] or AskPeopleLink@nyu.edu.