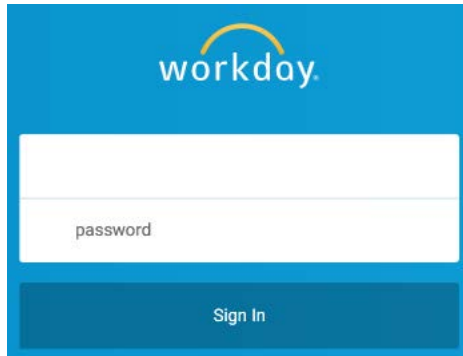


How to- Change Directory Number

Sign in to Workday.

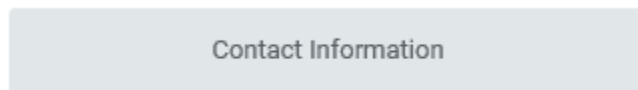


Click on the Personal Information Icon.

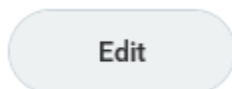


**Personal
Information**

Click Contact Information.



Click the Edit button in the upper left of the screen.



Scroll down to the Work Contact Information section, then find the Primary Phone entry.

Work Contact Information

Primary Phone

Click the pencil (edit) icon.



Ensure the Phone device is set to Landline Telephone and the Country Phone Code is United States of America (+1).

Phone Device *

Landline Telephone ▼

Country Phone Code *

× United States of America
(+1) ☰

Enter your full phone number in the Phone number box. (There is no need to add parenthesis or dashes. They will be added automatically.)

Phone Number *

(949) 582-4600

Click the checkmark icon to save the change.



Click the Submit button in the lower left of the screen.

Submit

You can verify the changes were saved successfully by this message appearing in the upper left corner.



Process Successfully Completed

Sign Out of Workday