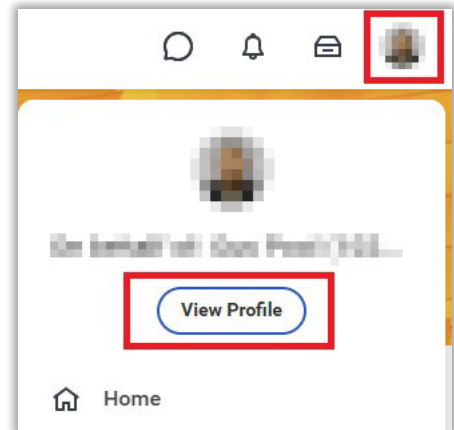# Edit Personal Information
Add or Update Emergency Contacts

ACCESS YOUR WORKER PROFILE PAGE

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

ADD OR CHANGE EMERGENCY CONTACTS

1. Click the **Contact** > **Emergency Contacts** subtab.

2. Click **Edit** to modify your current emergency contacts by clicking the pen icon [✎] to go into edit mode.

   - To remove an emergency contact, click [×] next to the contact to be removed.

   - To add a new emergency contact, scroll to the bottom of the screen to click the **Add** button.

3. Click **Submit** > **Done**.