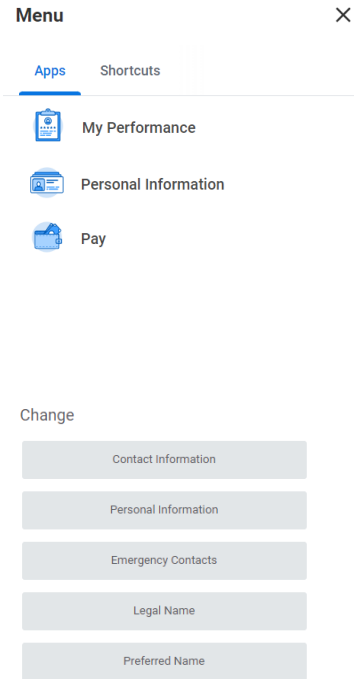




Updating Primary Address in Workday

1. Log into Workday at workday.uchicago.edu.
2. Go to 'Menu' in the top left corner.
3. Click the 'Personal Information' app.
4. Under the Change box, click on 'Contact Information'.
5. Click Edit; click the pencil icon to Edit.
6. Enter the Effective Date.
7. Update your primary address to where you are currently living.
8. Click Submit.
9. Click Done.



Address Line 1 * State *

Address Line 2 Postal Code *

City * County

