

Update Contact Information; including Emergency Contact Information

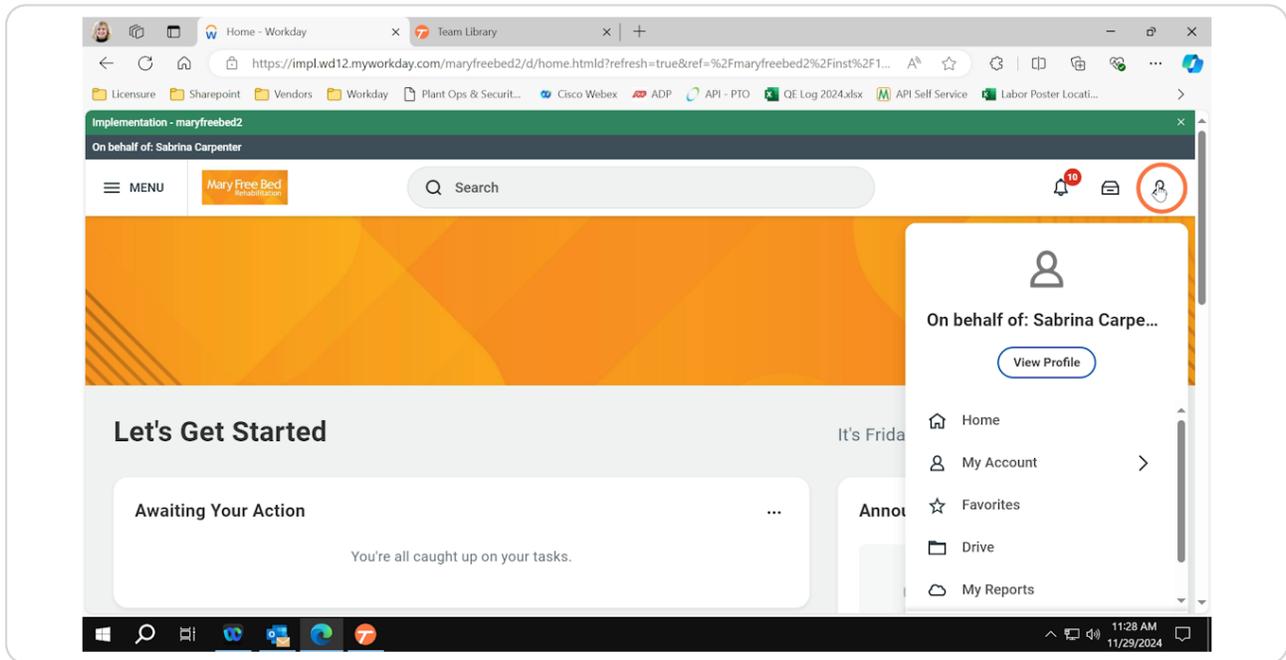
Description of how to navigate to update contact information, including adding and editing Emergency Contacts.

11 Steps [View most recent version](#) 

Created by	Creation Date	Last Updated
Alex Drabik	Nov 29, 2024	Nov 29, 2024

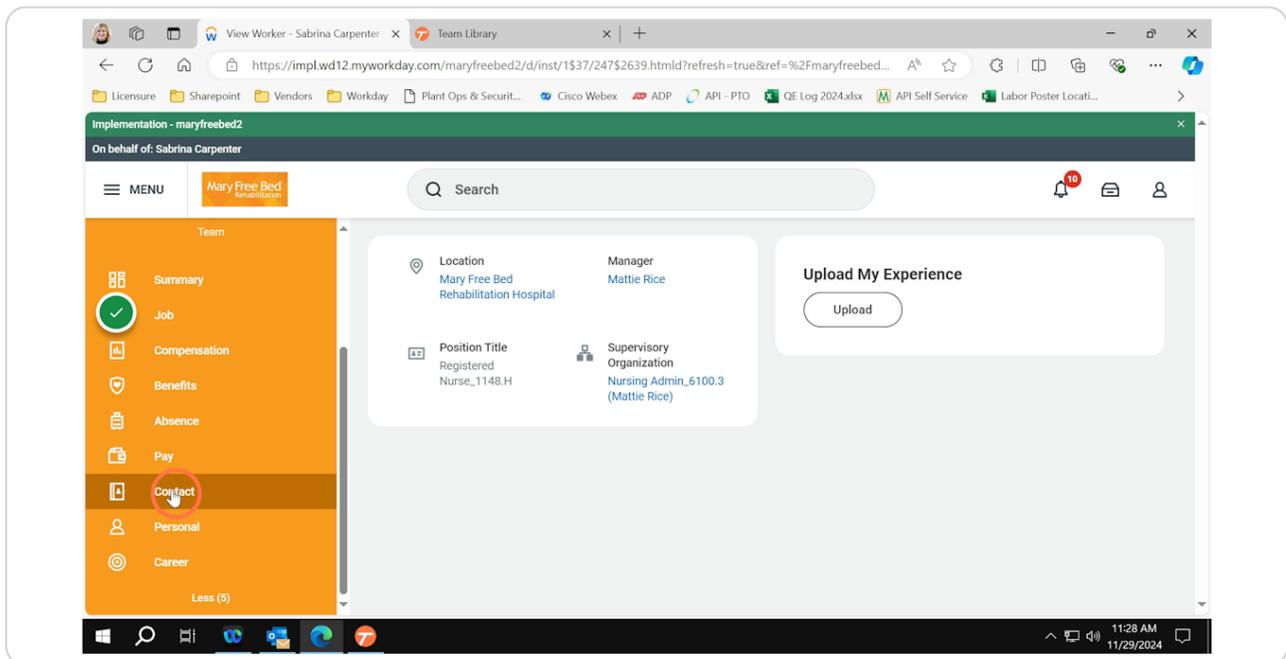
STEP 1

Click on Employee button in top right hand corner and select 'View Profile'



STEP 2

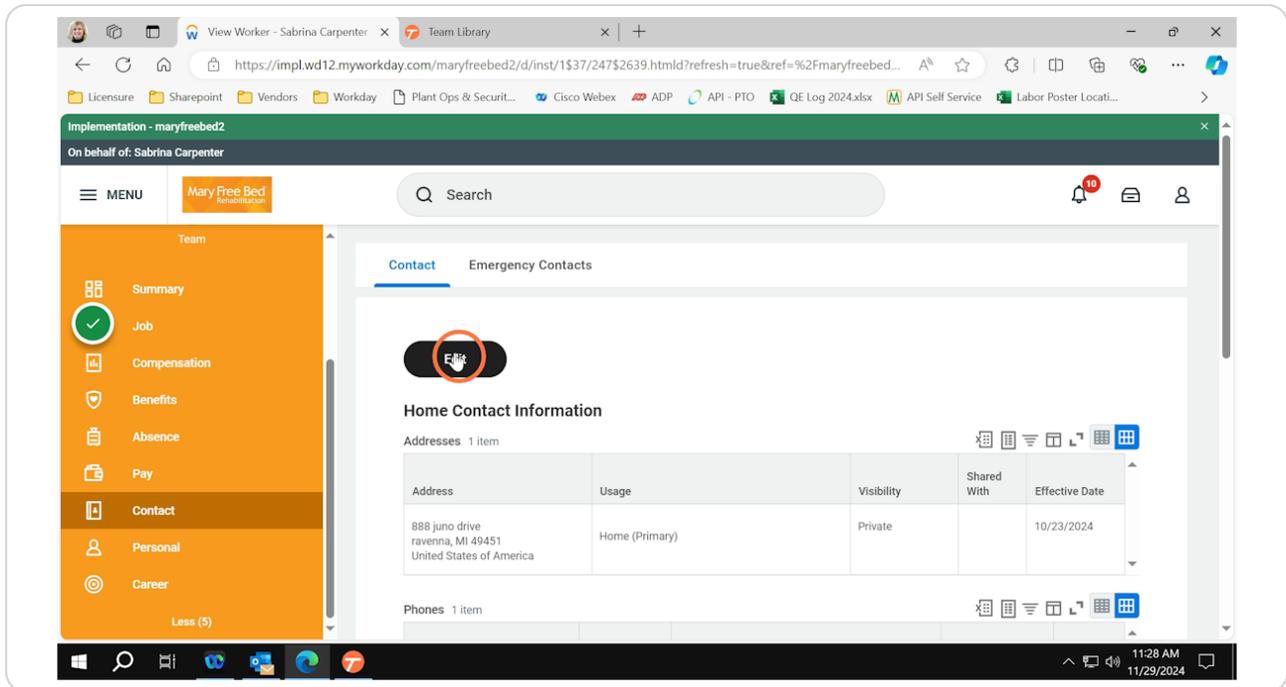
Select 'Contact' tab on left hand side menu within profile



STEP 3

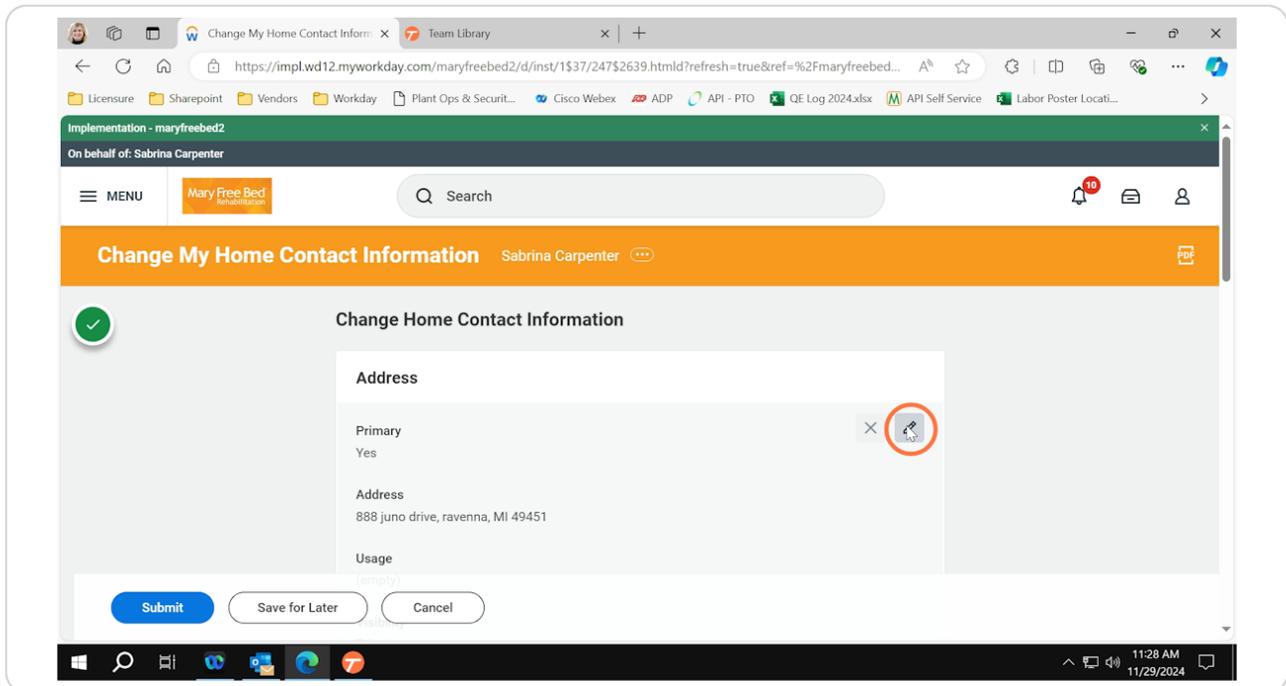
For Employee Contact Information - select tab 'Contact'

Clicking edit within the 'Contact' tab will allow you to update your address, phone and personal email contact information.



STEP 4

Click the pencil button to edit applicable information



STEP 5

Select the check mark to 'lock in' updates

Please note: effective dates can be used for past/future moves, so be sure to edit that date as needed.

Also - selecting the check mark does NOT submit your edits. This is not done until you select the blue 'Submit' button at the bottom of the screen.

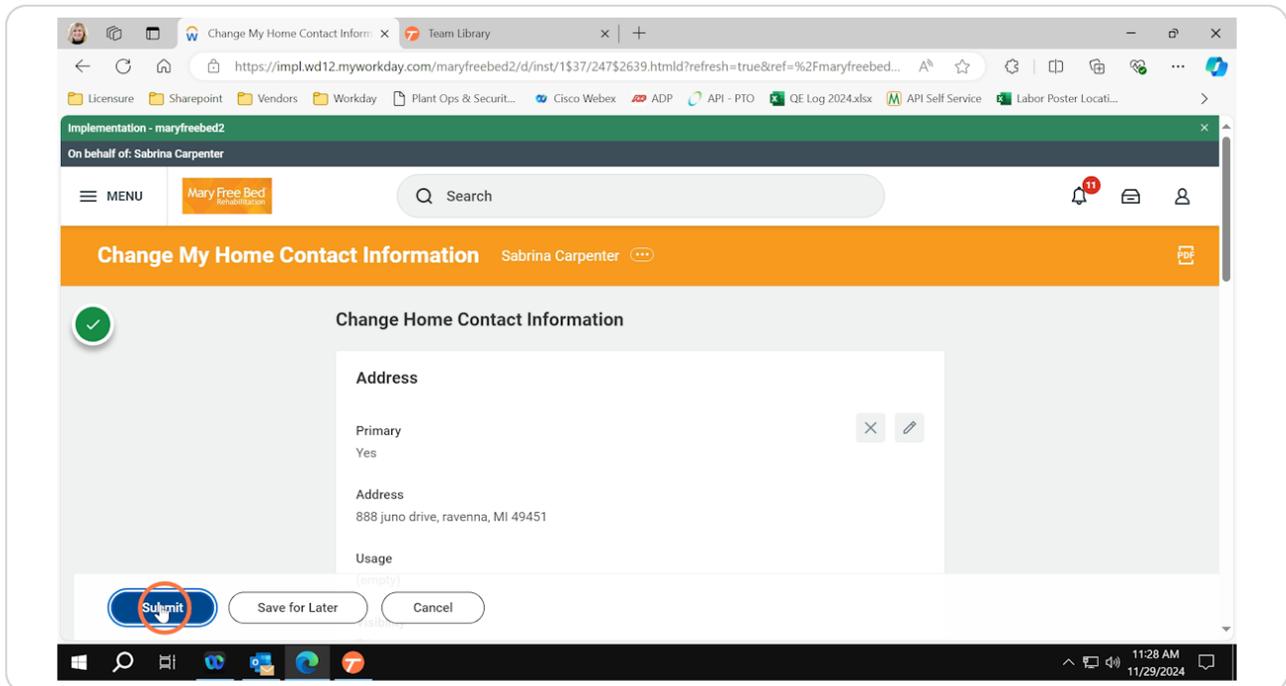
The screenshot shows a web browser window with the URL <https://impl.wd12.myworkday.com/maryfreebed2/d/inst/1537/24752639.html?refresh=true&ref=%2Fmaryfreebed...>. The page title is "Change My Home Contact Information" for user "Sabrina Carpenter". The form is titled "Change Home Contact Information" and contains the following fields:

- Address:** 888 juno drive, ravenna, MI 49451. A red circle highlights a checkmark icon in the top right corner of this field.
- Effective Date:** 11/29/2024. A red arrow points to this field.
- Primary:**
- Country:** * America

At the bottom of the form, there are three buttons: "Submit" (blue), "Save for Later", and "Cancel". A green checkmark icon is visible on the left side of the form.

STEP 6

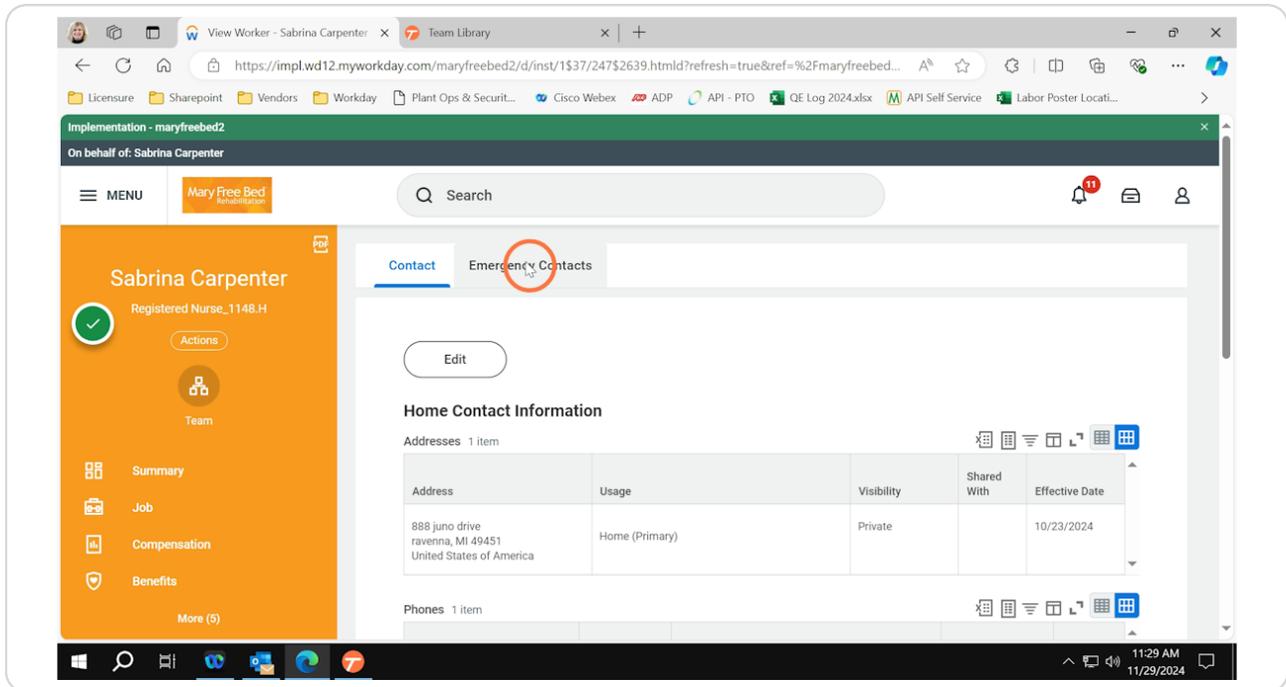
Select 'Submit' to finalize any changes



STEP 7

For Emergency Contact Information - select tab 'Emergency Contact'

Clicking edit within the 'Emergency Contact' tab will allow you to add names and contact information of any Emergency Contacts you wish to designate. This is a required field for all employees of Mary Free Bed.



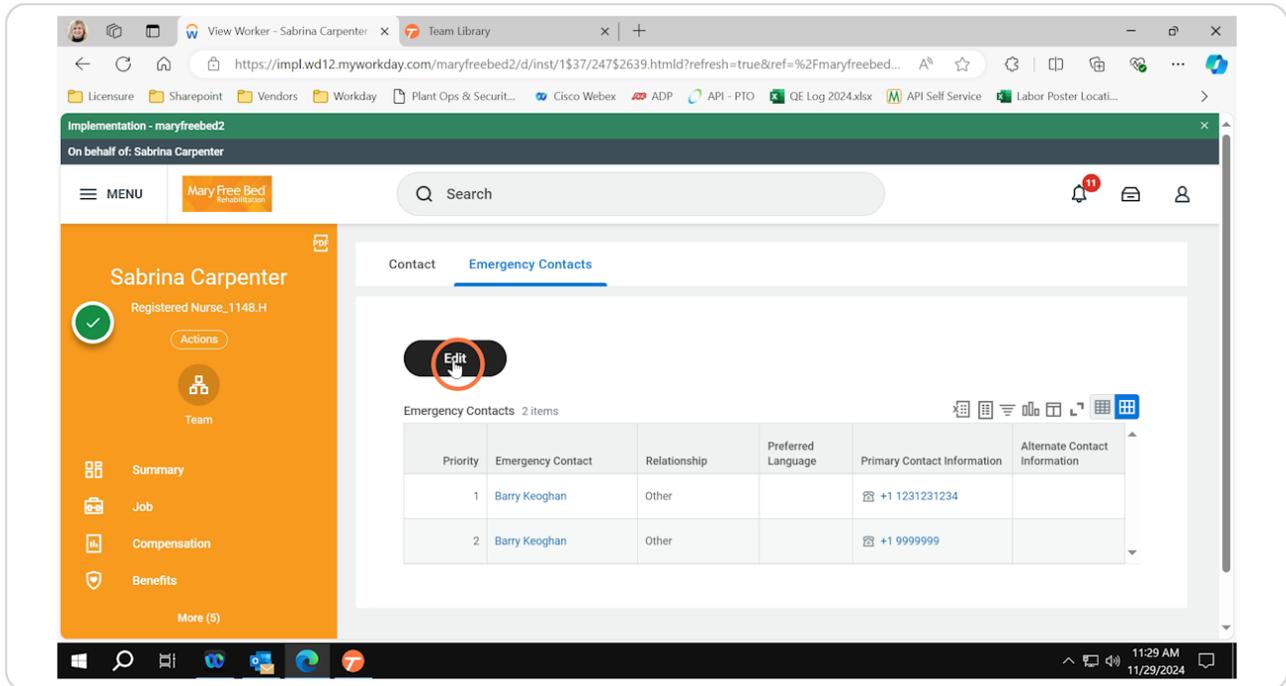
The screenshot shows a web application interface for a user named Sabrina Carpenter. The user's profile is visible on the left, including their name, title (Registered Nurse_1148.H), and various action buttons. The main content area is titled 'Emergency Contacts' and features an 'Edit' button. Below this, there is a section for 'Home Contact Information' with a table of addresses. The table has columns for Address, Usage, Visibility, Shared With, and Effective Date. One address is listed: 888 junco drive, ravenna, MI 49451, United States of America, with usage 'Home (Primary)' and visibility 'Private'. There is also a section for 'Phones' with one item listed.

Address	Usage	Visibility	Shared With	Effective Date
888 junco drive ravenna, MI 49451 United States of America	Home (Primary)	Private		10/23/2024

STEP 8

Click 'Edit' to add/edit any Emergency Contact

Please note: you can select priority of who you would like us to contact first, second, etc.



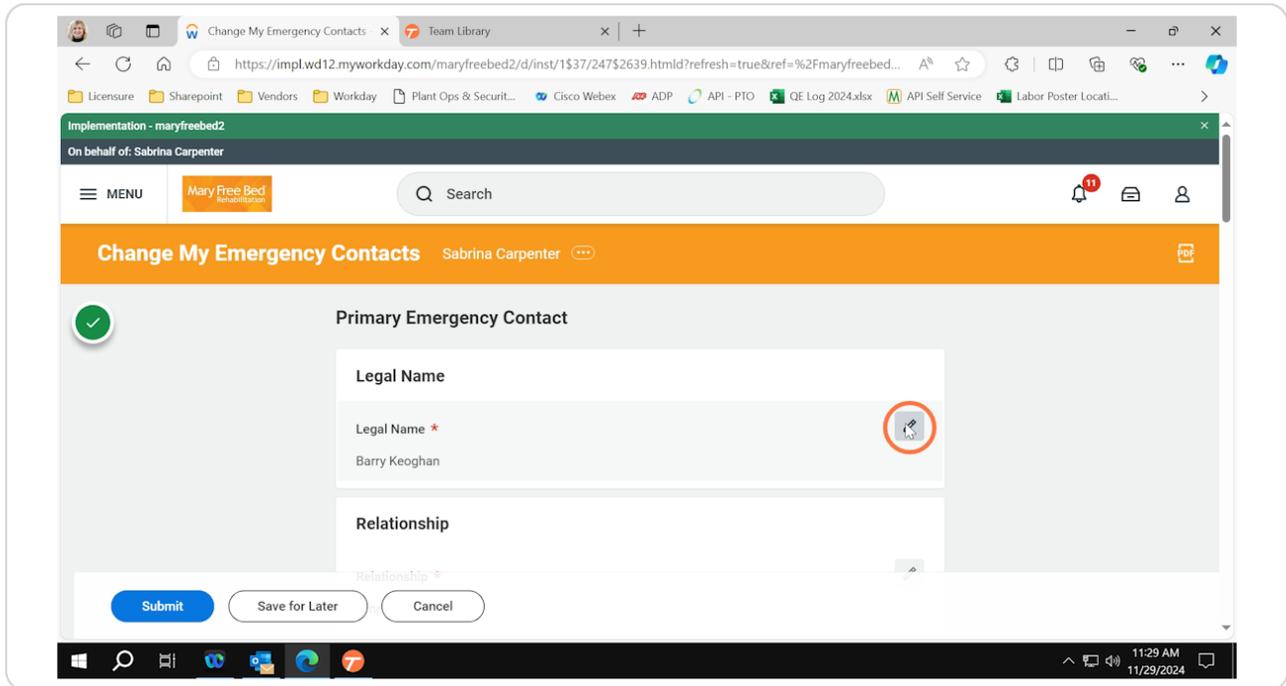
The screenshot shows a web application interface for managing emergency contacts. The user is logged in as Sabrina Carpenter, a Registered Nurse. The page title is 'Emergency Contacts' and it displays a table with 2 items. The 'Edit' button is circled in red.

Priority	Emergency Contact	Relationship	Preferred Language	Primary Contact Information	Alternate Contact Information
1	Barry Keoghan	Other		+1 1231231234	
2	Barry Keoghan	Other		+1 9999999	

STEP 9

Click the pencil button to edit Emergency Contacts Information

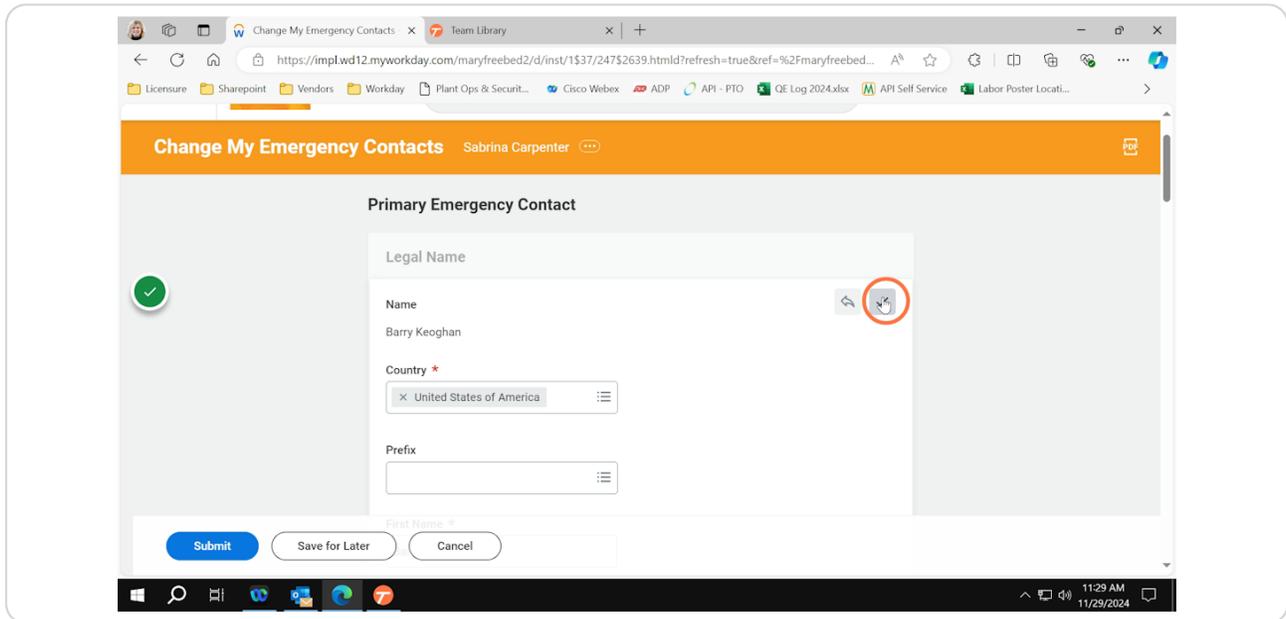
Required information is Name, Phone Number and Email Address for all Emergency Contacts.



STEP 10

Select the check mark to 'lock in' any changes

Please note: no edits will be finalized until you've selected the blue 'Submit' button at the bottom of the screen.



STEP 11

Select 'Submit' to finalize any changes for Emergency Contacts

