

HOW TO UPDATE YOUR HOME CONTACT INFORMATION

1. Navigate to the employee portal at <https://my.goodwillaz.org/>

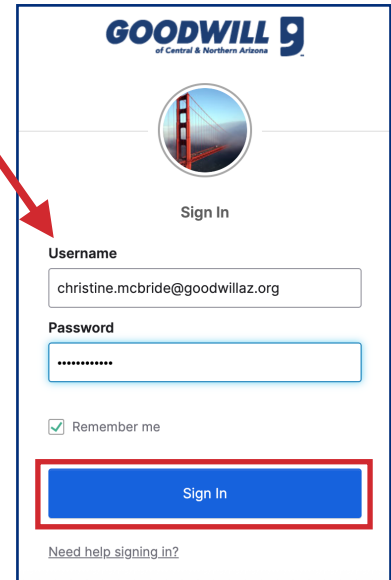
2. Click the Workday Icon



Note: Former employees should use the same login details they used when employed.

IMPORTANT! If you are a former employee click the red former employee login link.

3. Login using your employee details.



GOODWILL 9
of Central & Northern Arizona

Sign In

Username
christine.mcbride@goodwillaz.org

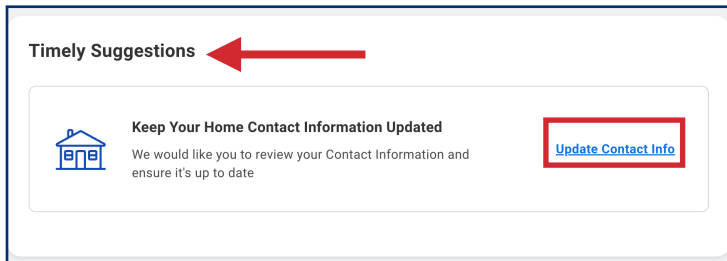
Password

☒ Remember me

Sign In

[Need help signing in?](#)

4. Click Update Contact Info under the *Timely Suggestions* section on the Workday homepage

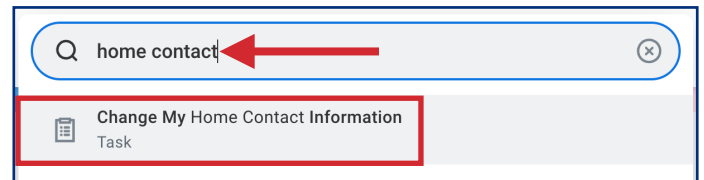


Timely Suggestions

Keep Your Home Contact Information Updated
We would like you to review your Contact Information and ensure it's up to date

Update Contact Info

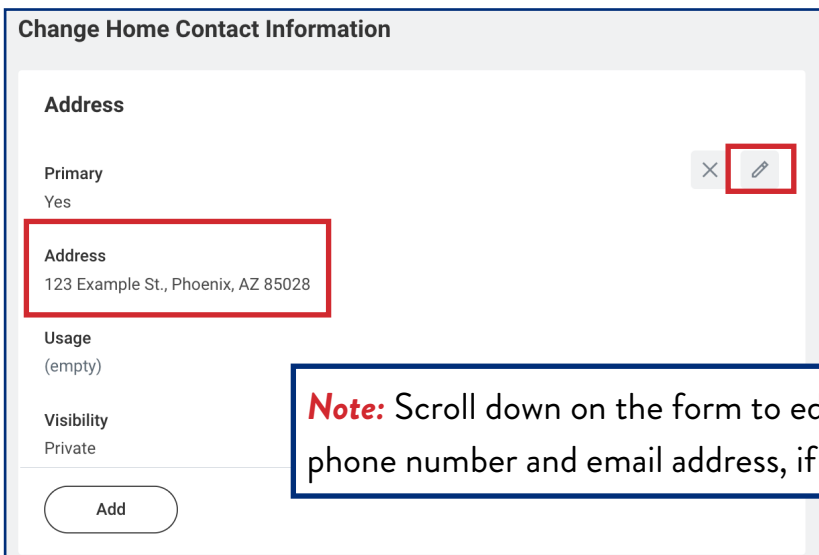
OR Type "home contact" in the Workday Search Bar > Select the Change My Home Contact Information Task



home contact

Change My Home Contact Information Task

5. Click the pencil icon > Edit the address details



Change Home Contact Information

Address

Primary
Yes

Address
123 Example St., Phoenix, AZ 85028

Usage
(empty)

Visibility
Private

Add

Note: Scroll down on the form to edit your personal phone number and email address, if desired.

6. Click Submit to complete



Submit