1. Visit the **Yale Portal**:  
   [http://yale.edu/portal](http://yale.edu/portal)

2. Click **Login into the portal**

3. **Select this link to access your Workday homepage:**
   - Workday
The Workday Home Page

- The Workday Home page displays Worklets (icons) that provide access to tasks (things you can do) and reports (things you can see).

**NOTE:** Your home page may display different worklets depending on your position or responsibilities.

Select the Worklets icon for “Personal Information”
Under the Change section, select the button for, “Contact Information”
On the page,

“My Contact Information”

Verify your **Work Contact Information** by confirming that:

1. Your desk phone number is listed as your Primary number or it is listed an additional phone with a **device type** of Telephone and **usage** as Work.

If correct, as per below, no further steps are required. If not, continue with these instructions.

<table>
<thead>
<tr>
<th>Phone Number</th>
<th>Device</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>+1 (203) 222-2222</td>
<td>Mobile</td>
<td>Work (Primary)</td>
</tr>
<tr>
<td>+1 (203) 111-1111</td>
<td>Telephone</td>
<td>Work</td>
</tr>
</tbody>
</table>
On the page,

“My Contact Information”
select the button,

“Edit”

This will present the page,

“Change Contact Information”

Review your contact information and enter any changes or additions.
Scroll down the screen to reach the section, "Work Contact Information".

Select this icon, to edit the Primary Phone or click Add to enter an Additional Phone.

**NOTE:** If your Primary phone is your desk phone than only one number is required. If Primary is used for your mobile phone, please add your desk phone in the "Additional Phone" section and select type of telephone.
Choose “Phone Device” as Telephone

Please update/add the number displayed in “Phone Number” to match the number of the desk phone.

Once complete, select the button, “Done”

Select the submit button at bottom of screen to confirm change.