
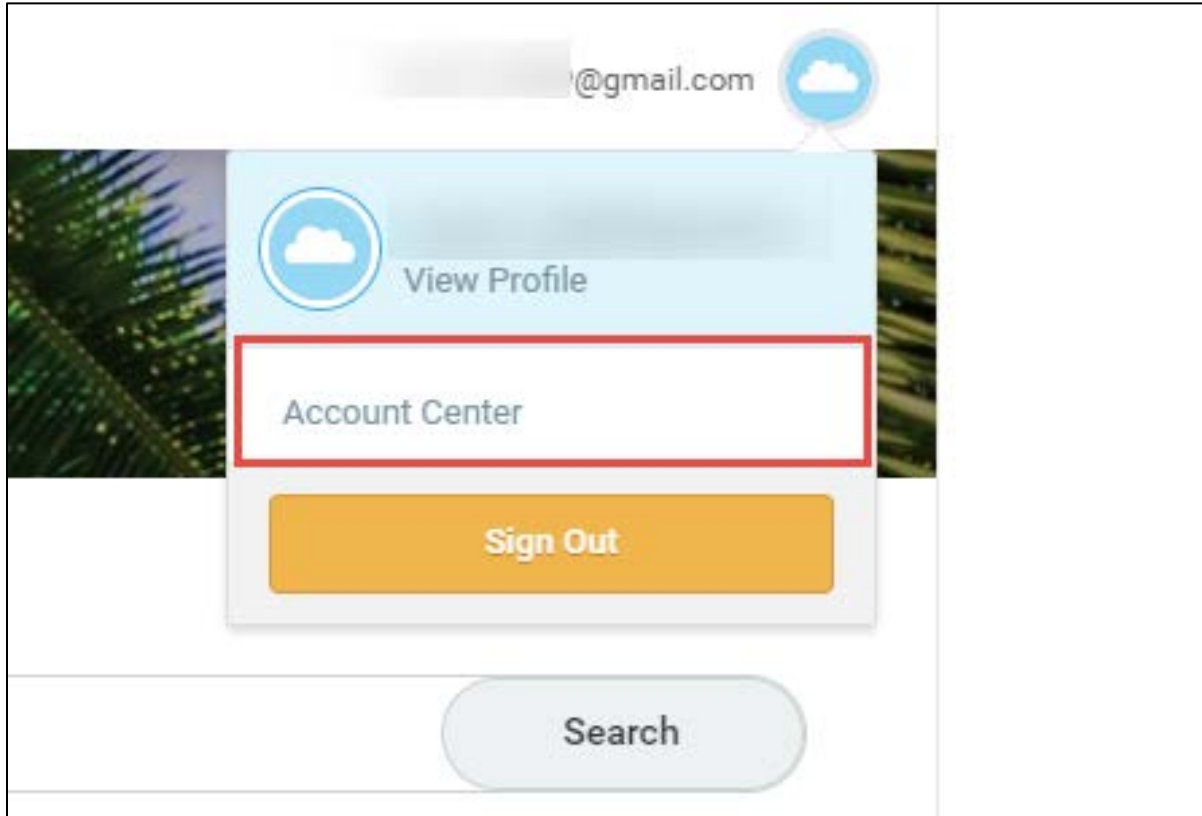


HOW TO UPDATE YOUR EMAIL ADDRESS AND CONTACT INFORMATION

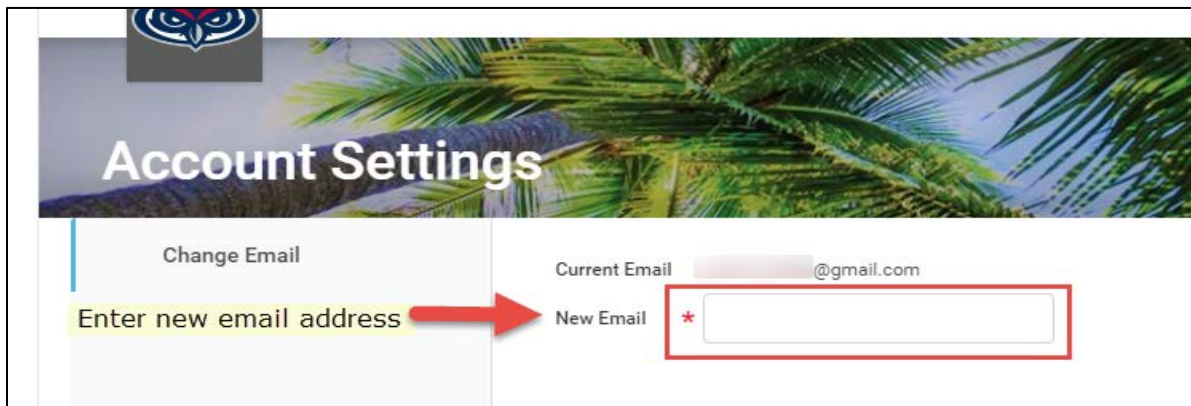
If after you have submitted your application, you need to update your email address or other contact information, please follow the steps below.

HOW TO UPDATE YOUR EMAIL ADDRESS:

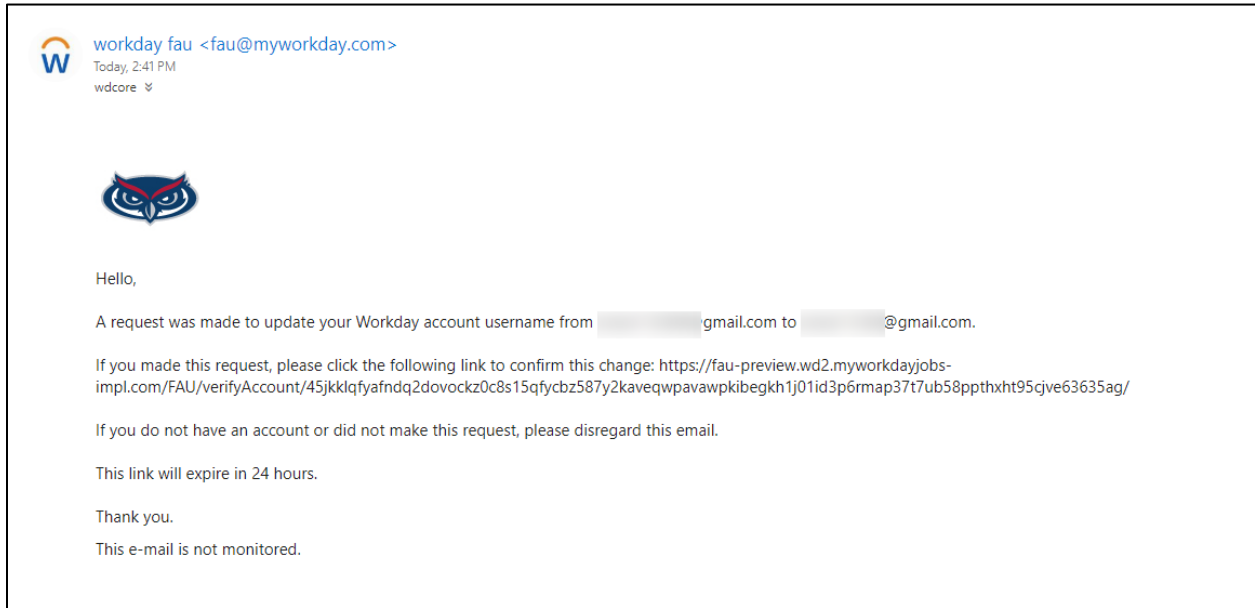
To update your email address, login into your account, then select the Cloud icon . You will then have the option to select “**Account Center**”:



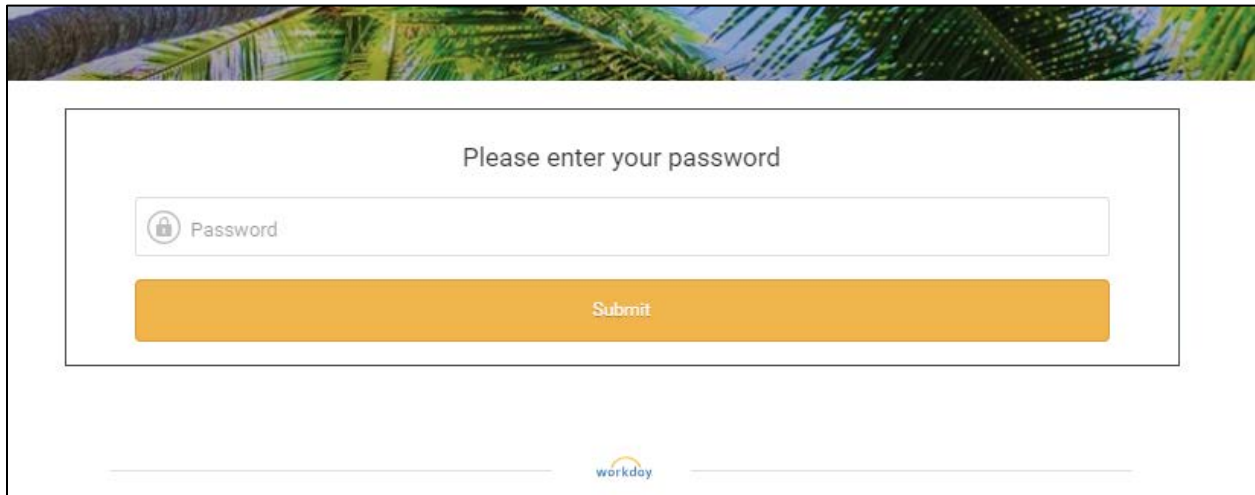
This will bring you to the “**Account Settings**” page. To update the email on your account, make sure to complete the “**New Email**” section and then hit “**SUBMIT**”.




Once submitted, an email gets be sent to the new email address that was entered. Check your email for the following subject line “Workday – Username Change Verification”.




Review the email and click the link that was provided. This will take you to your account page and you will be prompted for your password. Once entered, hit “**SUBMIT**”.



Then you will be prompted to login with you updated email address. Once logged in, verify the email address by clicking the cloud icon .

HOW TO UPDATE YOUR CONTACT INFORMATION:

To update your Name, Address, and Phone Number after you have applied for a position, select the cloud icon , then select “**View Profile**”

This will take you to your profile. From this screen, select **“Update Contact Information”**.

NOTE: If you have not applied to any positions, you will not have access to this.

Careers at FAU

Welcome,

At Florida Atlantic University, you are able to strive for great things. You have the opportunity to learn and become someone extraordinary. FAU is where your future begins.

Whether you are a new or returning applicant, we thank you for your interest in employment at Florida Atlantic University.

NOTE: When applying for a position, please make sure to review the following:

- [Applicant Instructions](#) as it will take you step by step through the application process.
- [Special Instructions to Applicants](#): this will provide information on what attachments are required in order to be considered for the position.

My Applications

REQ04297 Student
Applied 15 Days Ago | Status: In Process

REQ03043 Temporary (OPS) Employment Applications
Applied 16 Days Ago | Status: In Process

Similar Jobs

Student Affairs Temporary (OPS) Employment Applications
Boca Raton

My Information

Update Contact Information

About Us

Florida Atlantic University is where your future begins.

Florida Atlantic's faculty and staff are trailblazers and innovators with a

This will bring you to the **“Update Contact Information”** page. Review the information available and update as necessary, then hit **“OK”**

Careers at FAU

Update Contact Information

Country *
United States of America

Name

First Name *
John

Last Name *
Snow

Address

Address Line 1
Winterfell

City
Game of Thrones

State
Florida

Postal Code
33486

Phone