Updating Campus Directory Contact Information

Campus Directory contact information is derived from the Work Contact Information section of your Personal Information profile in Workday. To update your campus address and/or phone number in the Campus Directory, employees must log into Workday and follow the instructions below. Please note that changes to your legal name in Workday and the directory require specific government-approved documents.

How to update Work Contact information in Workday to update the Campus Directory:

1. Log into Workday.
2. Click on the "**Personal Information**" worklet, (located on the homepage or by clicking "MENU").
3. Click on "**Contact Information,"** then the "**Edit**" button.
4. Scroll down to "**Work Contact Information**," and click the **pencil** icon on the "**Alternative Work Location**" section.
5. In the "Address Line 1" field, type "MSC," one (1) space, and your Mail Stop Code number.
6. In the "Address Line 2" field, type your building code, one (1) space, and your room number.
   ➢ See a list of [Directory Building Codes](#) on the Facilities website.
7. Continue filling out fields for City, State, and Postal Code.
8. In the "Usage" field, check the box next to "Primary Work Station."
9. In the "Visibility" filed, select the "Public" option.
10. Once all fields contain updated contact information, click on the "checkmark" icon
    (See a screenshot of these fields below.)

Alternate Work Location

Address

MSC 185, COLH 240, Kingsville, TX 78363

Effective Date

01/30/2024 📅

Use Primary Home Address

☐

Country *

× United States of America ☰

Address Line 1 *

MSC 185

Address Line 2

COLH 240

City *

Kingsville

State *

× Texas ☰

Postal Code *

78363

County

Usage

× Primary Work Station ☰

Visibility *

Public ▼

> **Details**

How to Update Your Campus Phone Number:

1. Scroll down to the section titled "**Primary Phone**" and click on the pencil icon.

2. In the "Phone Device" field, select the "Landline" option.

3. In the "Country Phone Code" field, select "United States of America (+1)."

4. In the "Phone Number" field, type in the area code and your campus phone number.

5. In the "Visibility" field, select the "Public" option.

(See a screenshot of these fields below)

Primary Phone

Phone   ↩ ✓

+1 (361) 5931234 (Landline)

Phone Device *

| Landline | ▼ |

Country Phone Code *

| ✕ United States of America (+1) | ☰ |

Phone Number *

| (361) 593-1234 |

Phone Extension

| |

Visibility *

| Public | ▼ |

 > Details

How to Update/Change Your Name in the Campus Directory:

1. Log into Workday.

2. Click on the "**Personal Information**" worklet, (located on the homepage or by clicking "MENU").

3. Click on "**Legal Name"** button in the **Change** menu.

4. In the "Effective Date" field, enter the date your name change will take effect.

5. In the "Country" field, enter "United States of America."

6. In the "Prefix" field, select a prefix if one is preferred (not required).

7. In the "First Name" field, enter your legal first name(s).

8. In the "Middle Name" field, enter your legal middle name(s), (not required).

9. In the "Last Name" field, enter your legal last name(s) or surname(s).

10. Attach a copy of your Social Security Card and/or other government-approved documentation supporting the legal name change, then click the "Submit" button.**

11. If your university email address needs to be changed as well, you may submit a ticket to the ITS Help Desk by calling (361) 593-HELP (4357). Please note that his step should only be done after changes in Workday have been approved.

(See a screenshot of these fields below)

After a name change request is submitted in Workday, **employees are still required to take the original government-approved documents in-person to the Human Resources Office located in College Hall, Room 250. If you have questions regarding these documents, please call Human Resources at 361-593-3705.

Change My Legal Name ▮▮▮▮ •••

Use this business process to add or edit your legal name in Workday.

Important: Do not submit this form unless you intend to add or edit your legal name. If you do not need to char

Directions: Edit the information in this form to represent your legal name and submit for approval. Your legal n
your Social Security card.

Once submitted, you will be prompted to provide government-approved documentation supporting the legal na

⌃

Effective Date * 01/31/2024 📅

Country * ✕ United States of America ☰

Prefix ☰

First Name * Porky

Middle Name J •••

Last Name * Javelina

Suffix ☰

enter your comment

Attachments

Drop files here

or

Select files