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":

@gmail.com	
View Profile	
Account Center	
Sign Out	
Search	

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".

Account Settin	ngs
Change Email	Current Email @gmail.com
Enter new email address	New Email *

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".

Ŵ	workday fau <fau@myworkday.com> Today, 2:41 PM wdcore \$</fau@myworkday.com>				
	Hello,				
	A request was made to update your Workday account username from gmail.com to gmail.com.				
	lf you made this request, please click the following link to confirm this change: https://fau-preview.wd2.myworkdayjobs- impl.com/FAU/verifyAccount/45jkklqfyafndq2dovockz0c8s15qfycbz587y2kaveqwpavawpkibegkh1j01id3p6rmap37t7ub58ppthxht95cjve63635ag/				
	If you do not have an account or did not make this request, please disregard this email.				
	This link will expire in 24 hours.				
	Thank you.				
	This e-mail is not monitored.				

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**".

	Please enter your password	
Dassword		
	Submit	
	Summ	

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.

	@gmail.com 😑
Careers at FAU	
Welcome,	
At Florida Atlantic University, you are able to strive for great things. You have the opport	rtunity 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 employed	ment 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 pr Special Instructions to Applicants: this will provide information on what attach	rocess. ments are required in order to be considered for the position.
My Applications	My Information
REQ04297 Student Applied 15 Days Ago Status: In Process	Update Contact Information
REQ03043 Temporary (OPS) Employment Applications Applied 16 Days Ago Status: In Process	About Us
Similar Jobs	
Student Affairs Temporary (OPS) Employment Applications Boca Raton	
Search for Jobs	Florida Atlantic University is where your future begins.
	Florida Atlantic's faculty and staff are trailblazare 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**"

date contact mormation		
ntry *		
Name		
First Name *		
John		
Last Name \star		
Snow		
Address		
Address Line 1		
Winterfell		
City		
Game of Thrones		
G1-1-		
Florida *		
Postal Code		