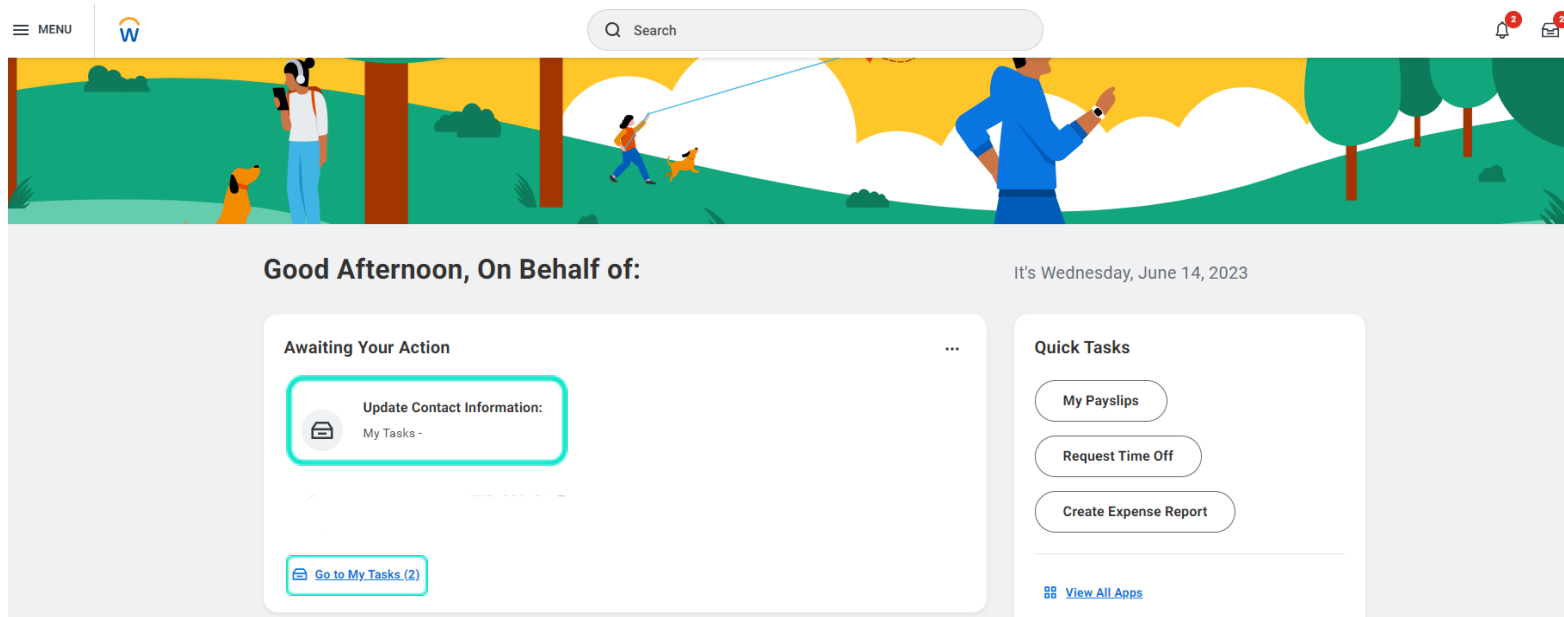


## ACCESS YOUR TASKS IN WORKDAY

Your Workday Homepage will display your tasks in the middle of the screen.

1. Click the **Update Contact Information Task**. If you do not see the task, click Go to My Tasks.



**Note:** Clicking Go To My Tasks will take you to your inbox. You can scroll through your inbox to find the Update Contact Information Task.

## 2. Click Change My Contact Information

The screenshot displays the Exos Workday interface. At the top, there is a green header with the 'exos' logo. Below the header, a navigation bar includes a 'MENU' icon, a 'W' logo, a search bar, and notification icons for a bell and an envelope, both with a red '2' badge. The main content area is divided into a left sidebar and a right main panel. The sidebar, titled 'All Items' (2 items), contains a search bar, an 'Advanced Search' link, and a list of items. The item 'Update Contact Information:' is highlighted with a blue bar and a star icon. The main panel displays details for this task. It includes a 'For' section with 'Overall Process' (Update Contact Information) and 'Overall Status' (In Progress). A 'Due Date' section is present but empty. The 'Task' section contains a 'To Do Description' (Update Contact Information) and an 'Instructional Text' block. The instructional text explains the importance of having a personal email address on file for Exos team members and lists several reasons: emergency communications, discount/perk eligibility, and communication of key details after separation. It also mentions a 'job.aid' link for step-by-step instructions. At the bottom of the instructional text, there is a prominent orange button labeled 'Change My Contact Information' with a red border.

11 minute(s) ago - Due 06/28/2023

**All Items** 2 items

Search: All Items

[Advanced Search](#)

**Update Contact Information:** ☆

**For**

**Overall Process** Update Contact Information:

**Overall Status** In Progress

**Due Date**

**Task**

**To Do Description** Update Contact Information

**Instructional Text** We're reaching out to you as a member of the Exos team for which we do not currently have a personal email address on file. While Exos will always send communications to your team Exos email (if one was assigned to you), your personal email plays a crucial role in a number of additional processes including (but not limited to):

- Emergency communications
- Discount / Perk eligibility (for team members without a Team Exos email)
- Communication of key details after separating from Exos
- And more!

With this in mind please update your contact details in Workday to include your personal email address. To assist we're including the [job.aid](#) which provides step by step instructions on how to update your email.

[Change My Contact Information](#)

3. Ensure you are on Home Contact Information. Within each section click the **Edit** icon to change existing information or click **Add** to add new information. You can also click within a field to edit.
4. If your primary home email address is a @teamexos email, please change it to your primary home email address. If your primary home email address is blank, please enter your primary home email address.

\*An additional email address can be added if you have two home email addresses. If you do not have an additional personal email, click the icon.

**\*DO NOT** put your @teamexos address in the home primary email or home secondary email. Your @teamexos email should only be under your work contact information. **DO NOT** update your work contact information (this is managed by People Operations).

5. Once completed, click **Submit**.

6. You will get taken back to your inbox. Click **Submit** towards the bottom of the page.

The screenshot displays the Exos user interface. At the top right, the Exos logo is visible. Below it, there is a search bar and notification icons. The main content area shows a task titled "Update Contact Information:" with a star icon. A modal window titled "You have submitted" is overlaid on the task, containing a "View Details" link. Below the modal, there are three buttons: "Submit" (highlighted with a red border), "Save for Later", and "Cancel".

**You have submitted**

[View Details](#)

19 minute(s) ago - Due 06/28/2023

For

Overall F

Overall Status In Progress

Due Date

**Task**

To Do Description Update Contact Information

Instructional Text We're reaching out to you as a member of the Exos team for which we do not currently have a personal email address on file. While Exos will always send communications to your team Exos email (if one was assigned to you), your personal email plays a crucial role in a number of additional processes including (but not limited to):

- Emergency communications
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- Communication of key details after separating from Exos
- And more!

With this in mind please update your contact details in Workday to include your personal email address. To assist we're including the [job aid](#) which provides step by step instructions on how to update your email.

[Change My Contact Information](#)

[Submit](#) [Save for Later](#) [Cancel](#)