

# A SafeZone Guide

## Updating Staff Details in Workday

This guide is designed to support staff SafeZone users with updating their work profiles in Workday with their preferred mobile number to receive emergency notifications.

## Why is this Important?

When you log into SafeZone with your University email address for the first time, your SafeZone profile is created using verified University data. For Staff, this data is provided from your Workday profile. To ensure that emergency notifications can be sent directly to all mobile phones via SMS, it is important that all University staff keep their Workday profiles current with their preferred mobile phone number.

## If I have the app, why do I need to update my mobile number in my Workday profile?

Emergency notifications can be triggered to reach various groups of staff and students depending on the nature of the emergency. Having current contact details in your Workday profile, as well as having the app installed on your device, ensures that you'll always receive the most appropriate emergency communications either from the app or via SMS.

It's also important to note that entering your mobile phone number into the SafeZone app on initial registration does not feed your number back into the Workday system.



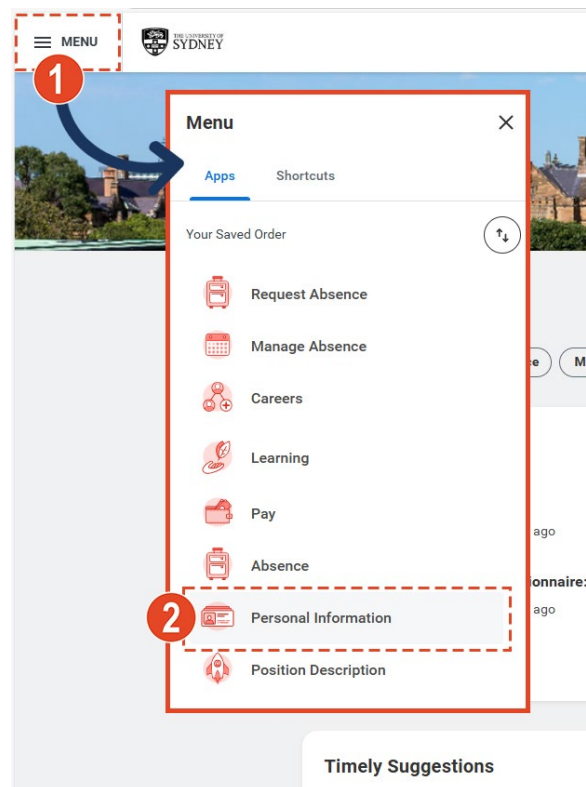
# Updating your Mobile Number in Workday

Log into Workday with your Unikey credentials:

<https://www.sydney.edu.au/workday>

## 1. Workday Menu

Access the **Global Navigation Menu**, located at the top left of your Workday homepage.

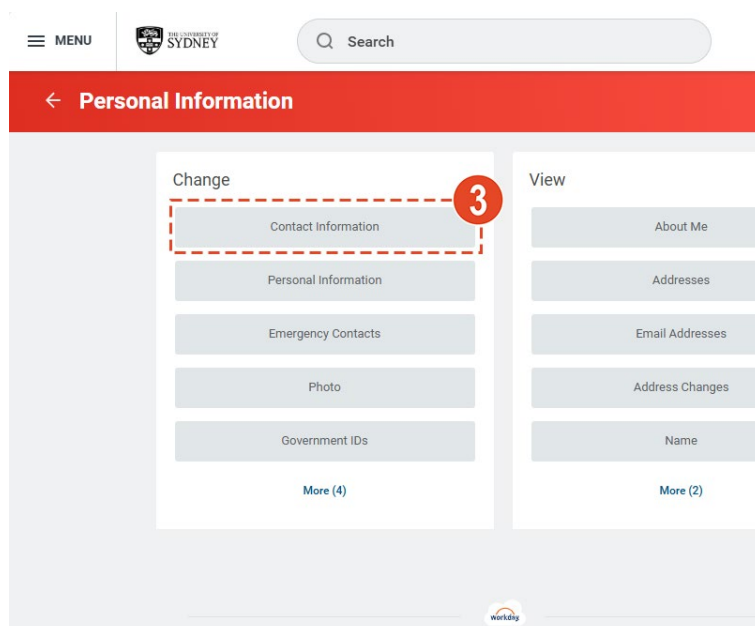


## 2. Personal Information

Select **Personal Information** from the menu options.

## 3. Change: Contact information

In the **Change** section, select the **Contact Information** option.



#### 4. Edit + Change My Work Contact Information

Selecting the **Edit** button provides a menu to edit either your personal contact information, or your work contact information. Select, **Change My Work Contact Information**.

My Contact Information Mr Cameron McGregor

Edit

Change Contact Information

Change My Work Contact Information

Addresses 3 items

Address	Usage	Visibility
Australia	Home (Primary)	Private
	Home	

Phones 1 item

Phone Number	Device	Usage
--------------	--------	-------

#### 5. Edit an Existing Phone Number

Review your existing **Primary** phone number. This should be your mobile phone number. Use the **Pencil** icon to make changes to this information if it's incorrect.

#### 6. Add a New Phone Number

Additionally, you can use the **Add** button to enter a new phone number. You can add multiple numbers, select the most appropriate categorisation from the list of options:

- Home Phone
- Mobile Phone
- Other Phone
- Work Mobile
- Work Phone

Note: Only one entry can be flagged as your **Primary** phone number.

Change My Work Contact Information

Address

Phone

Primary Yes

Phone +61 (Mobile Phone)

Visibility Private

Add

Email

Primary Yes

Email Address \*

Submit Save for Later Cancel

#### 7. Submit Changes

Click on **Submit** to save your changes.

## SafeZone Support

For support with the SafeZone App, please contact the Protective Services Team at: [safe.zone@sydney.edu.au](mailto:safe.zone@sydney.edu.au)

More information is available on the University SafeZone webpage:

[www.sydney.edu.au/about-us/campuses/emergencies-and-personal-safety/safezone.html](http://www.sydney.edu.au/about-us/campuses/emergencies-and-personal-safety/safezone.html)