

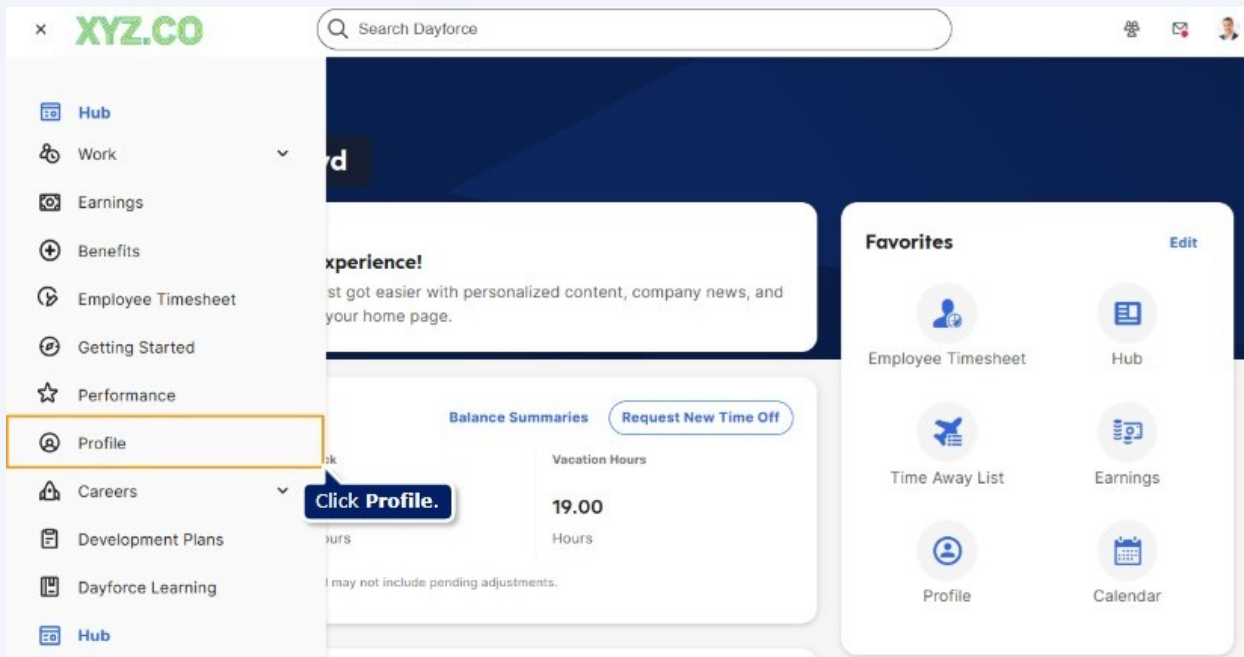
Email Address updating on Dayforce

Learn how to update your email address to make sure you are able to reset your password if needed and receive company notifications.

1 Navigate to Profile

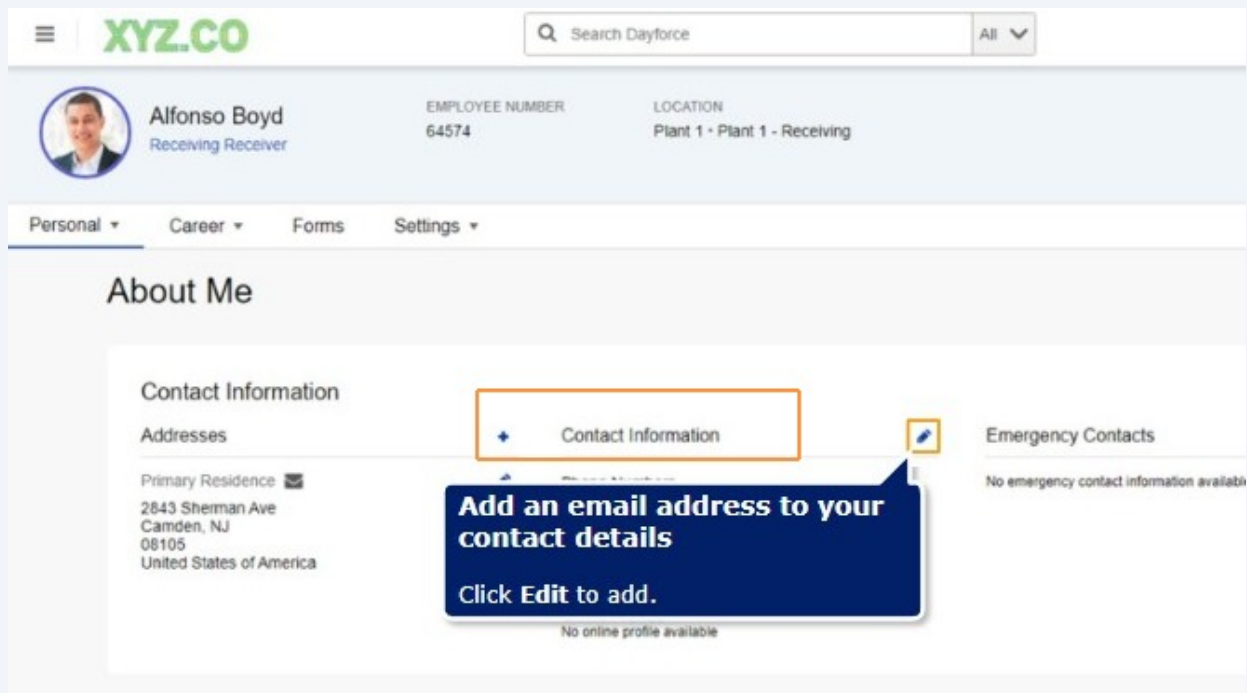
Open the menu

Click Profile



2 On the About Me section

Click "Edit" pencil right next to contact information



The screenshot displays the 'About Me' section of a user profile on the XYZ.CO system. At the top, there is a navigation bar with the XYZ.CO logo, a search bar labeled 'Search Dayforce', and a dropdown menu set to 'All'. Below this, the user's name 'Alfonso Boyd' and title 'Receiving Receiver' are shown, along with their 'EMPLOYEE NUMBER' (64574) and 'LOCATION' (Plant 1 - Plant 1 - Receiving). A navigation menu includes 'Personal', 'Career', 'Forms', and 'Settings'. The main content area is titled 'About Me' and contains three sections: 'Contact Information', 'Addresses', and 'Emergency Contacts'. The 'Contact Information' section has a plus sign and the text 'Contact Information' next to a pencil icon. A blue callout box points to this area with the text: 'Add an email address to your contact details. Click Edit to add.' The 'Addresses' section lists 'Primary Residence' with an email icon and the address: '2843 Sherman Ave, Camden, NJ 08105, United States of America'. The 'Emergency Contacts' section states 'No emergency contact information available'. At the bottom of the profile area, it says 'No online profile available'.

3 Click Email Address Type: That is Personal email / Business email

Enter Email address

Click Alert (checkbox): this gives the company permission to email you. This is also need it in order to reset your password.

Click Save

The screenshot shows a 'Contact Information' form with three main sections: Phone Numbers, Email Addresses, and Online Profiles. The 'Email Addresses' section is highlighted with an orange border. A blue callout box with white text says 'Save your changes' and 'Click Save.' with an arrow pointing to the 'Save' button. The 'Save' button is also circled in orange.

Type *	Country Code *	Phone Number *	Extension	Alerts	Unlisted	Delete
Home	United States of Am...	614 255 9878	Extension	<input type="checkbox"/>	<input type="checkbox"/>	X

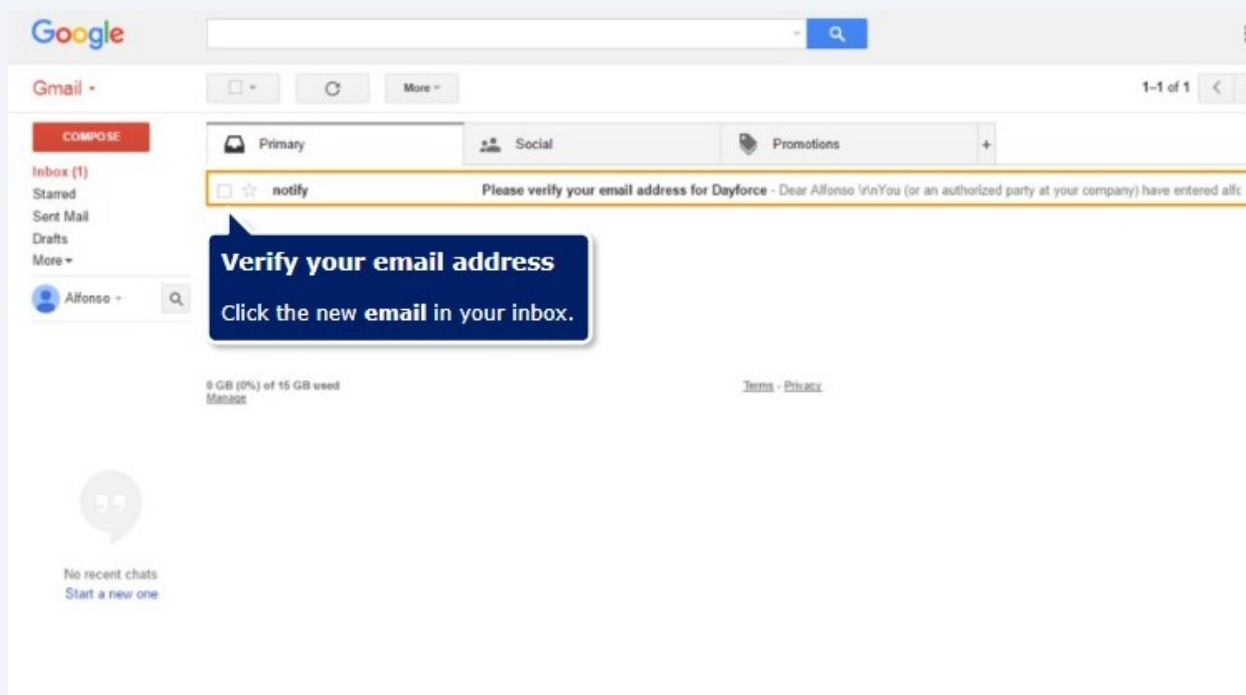
Type *	Email Address *	Alerts	Verified	Delete
Personal Email	alfonso.boyd1991@gmail.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	X

Type *	Profile Address *	Delete
		Delete

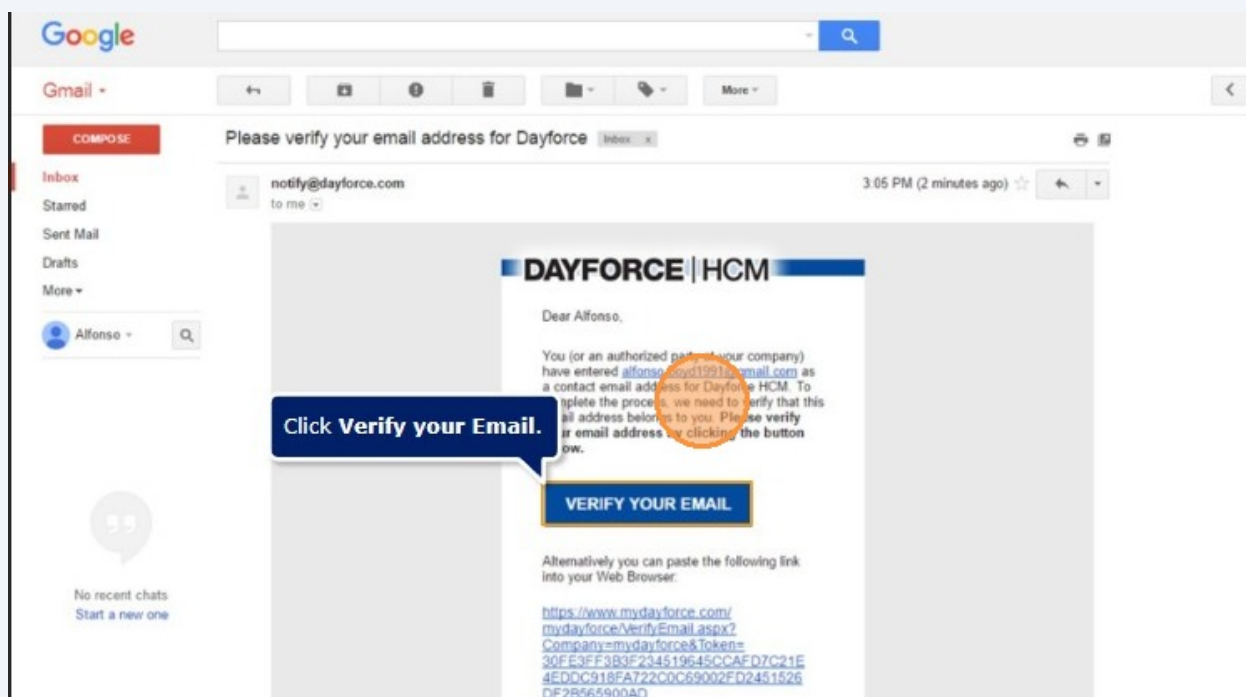
Save Cancel

4 An email was automatically sent for verification

Access your personal email inbox



5 View the verification link in the email.



6

You have successfully entered and verified an email address!

XYZ.CO Search Dayforce All

Alfonso Boyd
Receiving Receiver

EMPLOYEE NUMBER: 64574
LOCATION: Plant 1 - Plant 1 - Receiving

Personal Career Forms Settings

About Me

Contact Information

Addresses

Primary Residence

2843 Sherman Ave
Camden, NJ
08105
United States of America

You have successfully entered and verified an email address!

In this lesson, you learned how to update your contact information using the Profile feature in Dayforce. After updating the information, you were also able to verify the email address.

alfonso.boyd1991@gmail.com

Online Profiles
No online profile available