

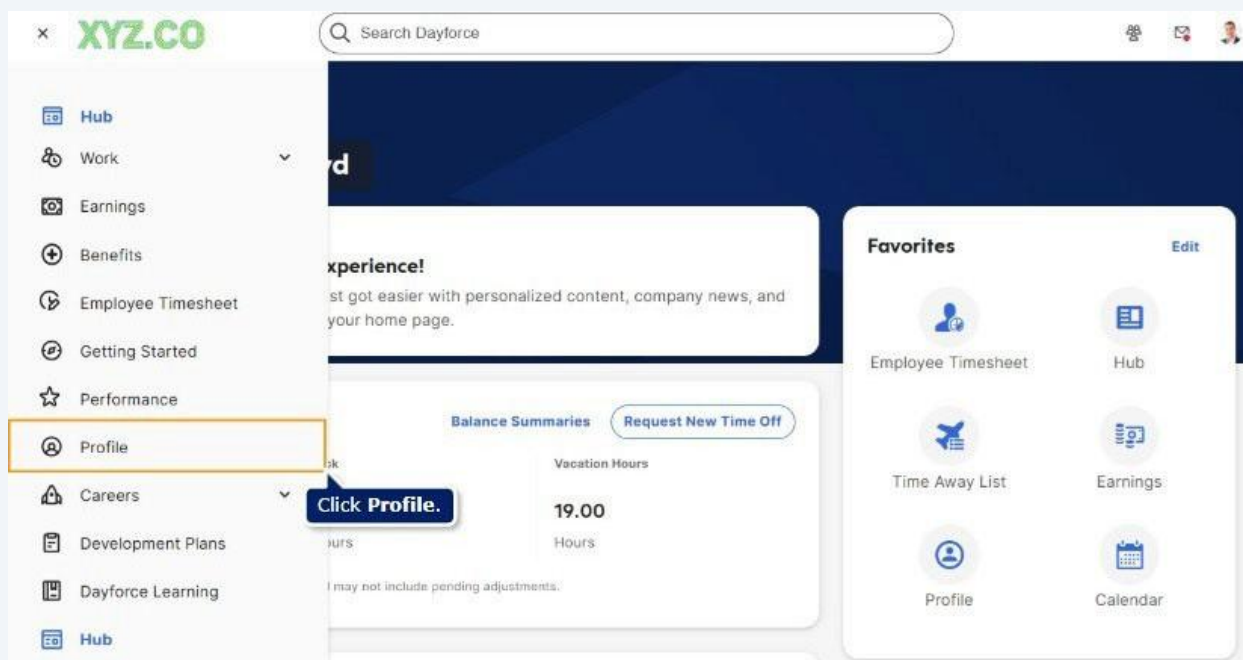
Actualizar correo electrónico en Dayforce

Aprende a actualizar tu correo electrónico para poder restablecer tu contraseña si lo necesitas y recibir notificaciones de la empresa.

1 Ve a Perfil

Abre el “Menu”

Haz clic en “Profile”



2 En la sección Acerca de mí "About Me"

Haz clic en el lápiz de "Editar" justo al lado de la Información de contacto

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

2643 Sherman Ave
Camden, NJ
08105
United States of America

Contact Information

Add an email address to your contact details
Click Edit to add.

Emergency Contacts

No emergency contact information available

No online profile available

3 Haz clic en Tipo “type” de correo electrónico: Correo personal “Personal email” / Correo de trabajo “Work email”

Ingresa la dirección de correo electrónico

Haz clic en “Alerts” (casilla): esto le da permiso a la empresa de enviarte correos. También es necesario para poder restablecer tu contraseña.

Haz clic en “Save”

The screenshot shows a 'Contact Information' form with three sections: Phone Numbers, Email Addresses, and Online Profiles. The 'Email Addresses' section is highlighted with an orange box. It contains a table with columns: Type, Email Address, Alerts, Verified, and Delete. The first row shows 'Personal Email' as the type, 'alfonso.boyd1991@gmail.com' as the email address, a checked 'Alerts' checkbox, and a 'Verify' button. A blue callout bubble with the text 'Save your changes Click Save.' points to the 'Save' button at the bottom right of the form, which is also highlighted with a red circle.

Type *	Country Code *	Phone Number *	Extension	Alerts	Unlisted	Delete
Home	United States of Am...	614 255 9878	Extension	☐	☐	X

Type *	Email Address *	Alerts	Verified	Delete
Personal Email	alfonso.boyd1991@gmail.com	☒	☐	X

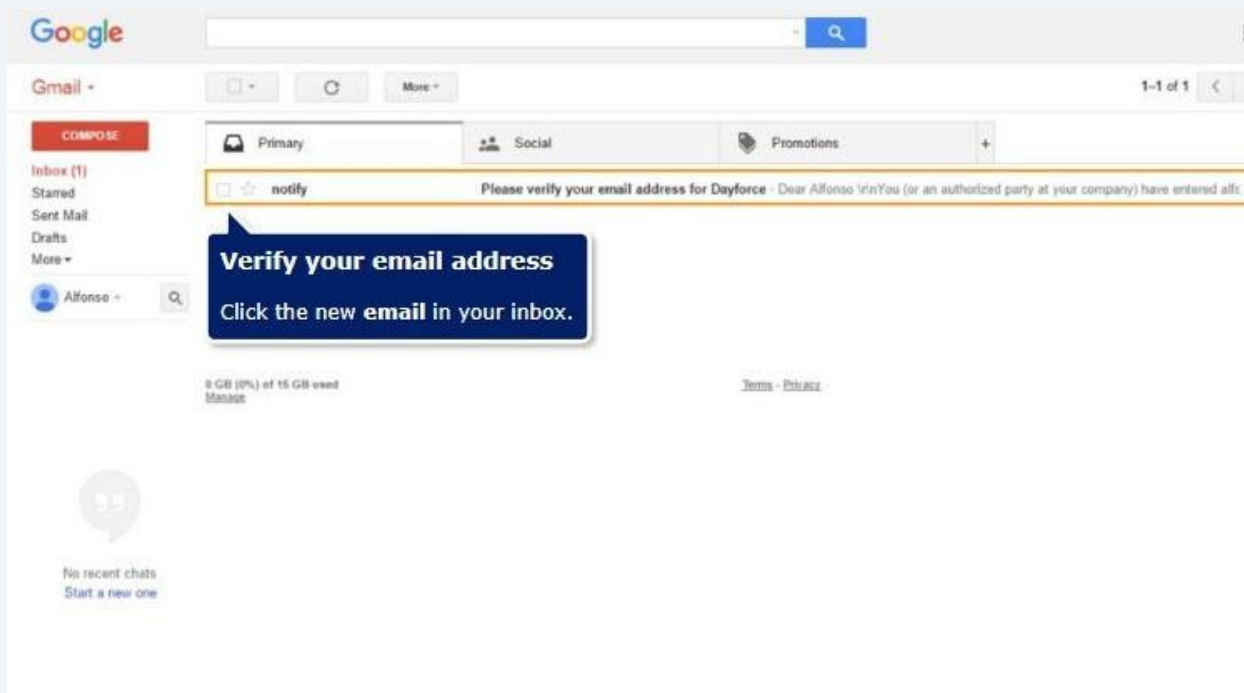
Type *	Profile Address *	Delete
		Delete

Save your changes
Click Save.

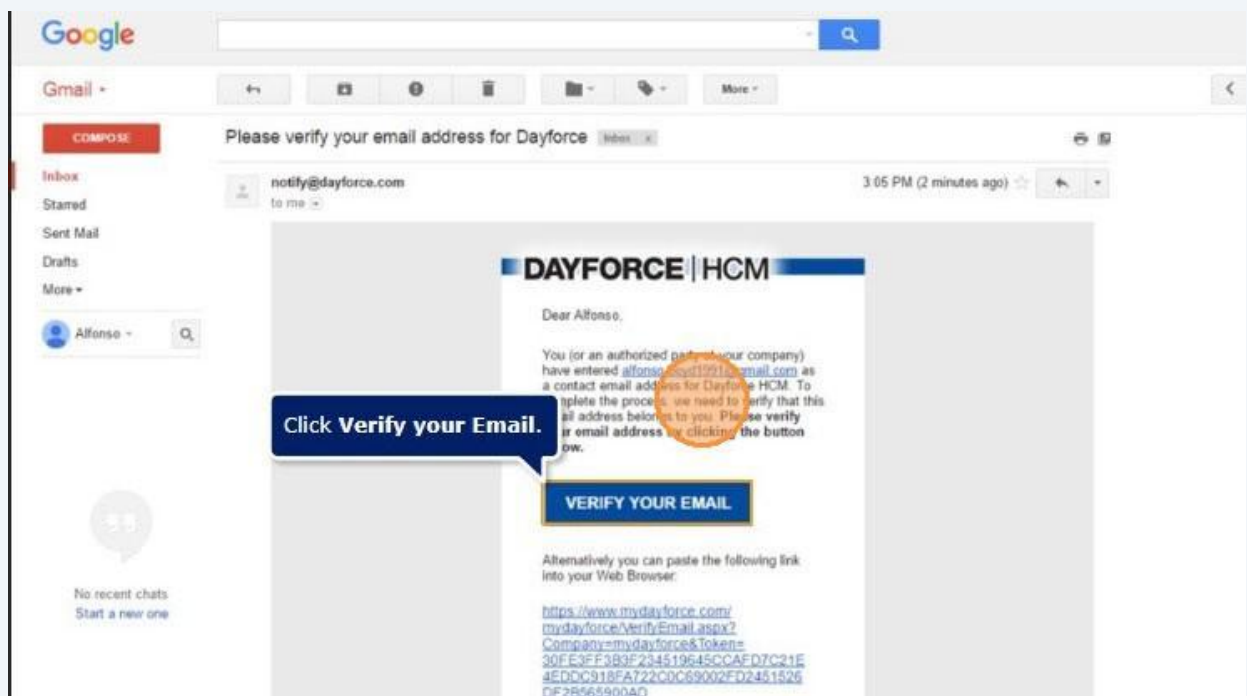
Save Cancel

4 Se envió automáticamente un correo para verificar

Entra a tu bandeja de entrada de correo personal



5 Revisa el enlace de verificación en el correo.



6 ¡Ingresaste y verificaste correctamente una dirección de correo electrónico!

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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