
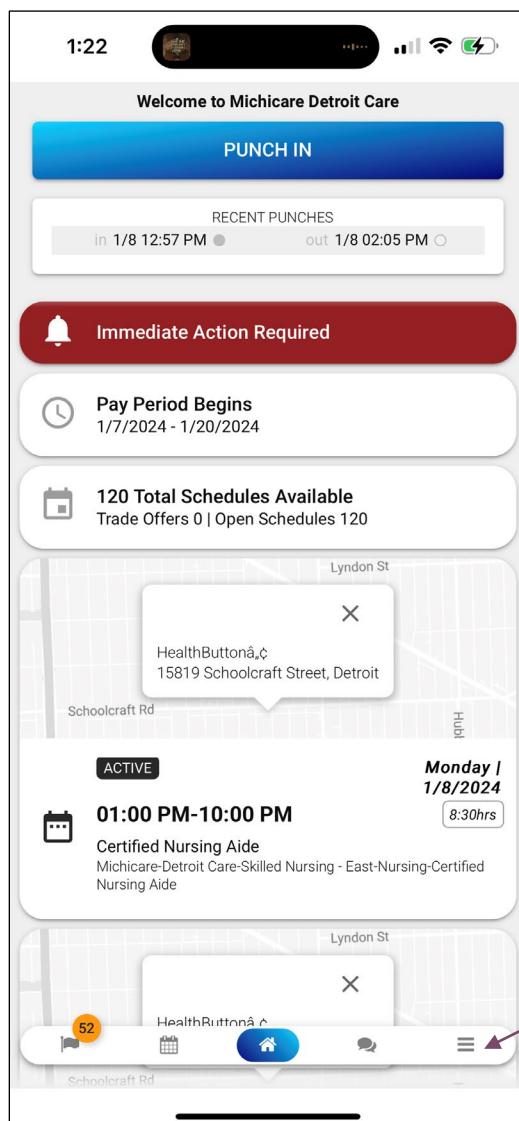




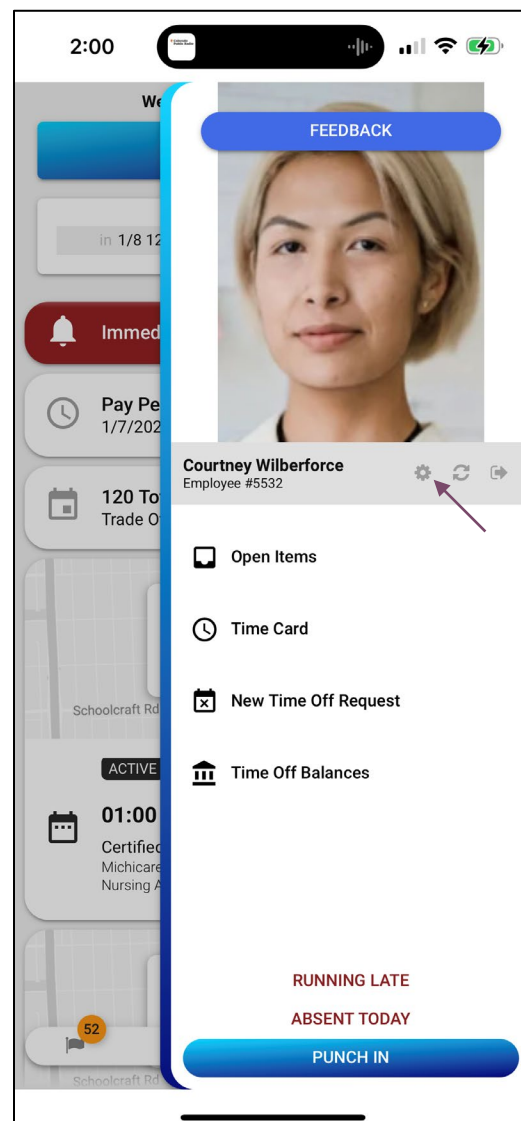
Changing Your Contact Information

You can change your contact information in the Preferences screen of My Attendance Manager. To access the Preferences screen, tap the menu button in the home screen and tap the Preference Settings button  in the employee panel.

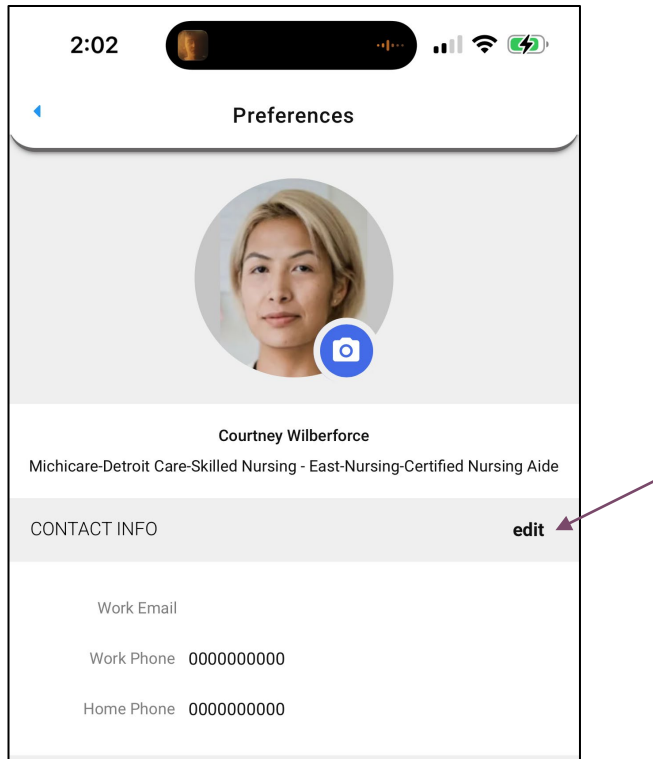
Home Screen



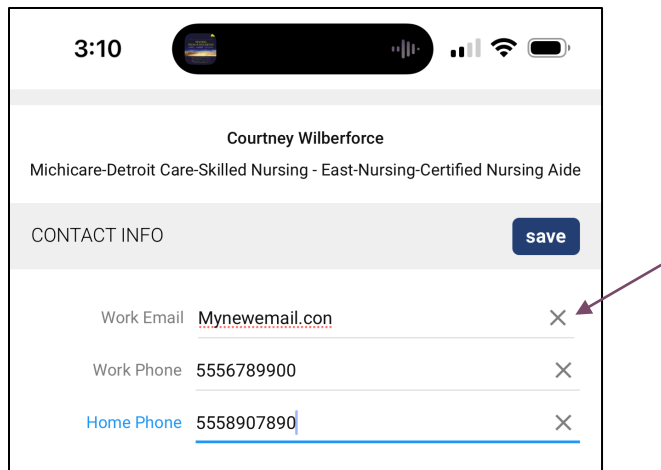
Preferences Screen



In the Preferences screen, change your contact information by tapping **edit** in the CONTACT INFO field.



To change your work email address, work phone number or home phone number, tap the X in each field you are changing to remove the current entry.



3:10

Courtney Wilberforce
Michicare-Detroit Care-Skilled Nursing - East-Nursing-Certified Nursing Aide

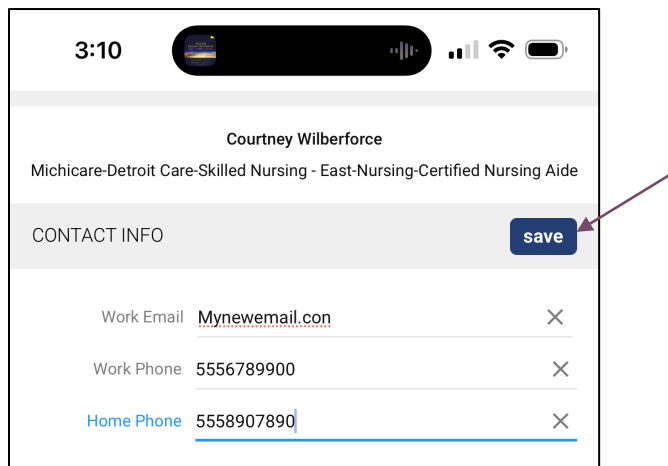
CONTACT INFO save

Work Email Mynewemail.con X

Work Phone 5556789900 X

Home Phone 5558907890 X

Type a new email or phone number and tap the save button to update your contact information.



3:10

Courtney Wilberforce
Michicare-Detroit Care-Skilled Nursing - East-Nursing-Certified Nursing Aide

CONTACT INFO save

Work Email Mynewemail.con X

Work Phone 5556789900 X

Home Phone 5558907890 X

©2025 Attendance on Demand, Inc. All rights reserved. Attendance on Demand is a registered trademark of Attendance on Demand, Inc. (AOD). Nothing contained here supersedes your obligations under applicable contracts or federal, state and local laws in using AOD's services. All content is provided for illustration purposes only.