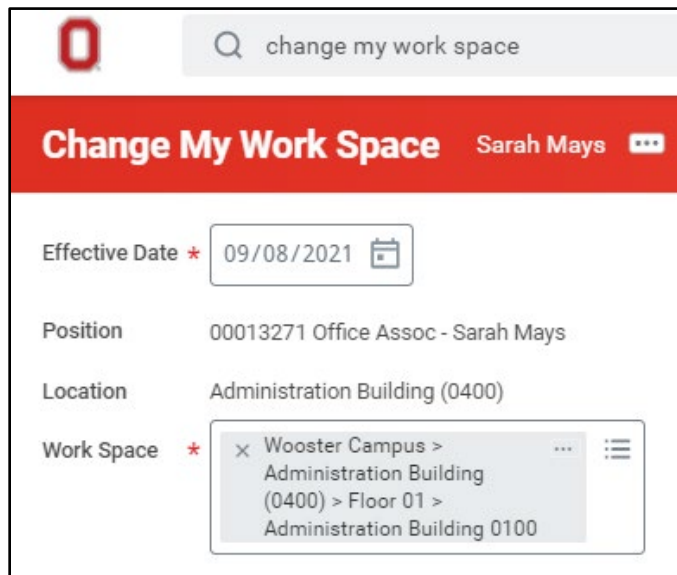# Change My Work Space / Delivery Address Update

Updating Workday Preferences

**Workday:** Type *change my work space*
1. Select an **Effective Date** on which to change should begin**.**
2. Using the drop-down options select a **Work Space** by**:**
    a. **Floor**
    b. **Room**
3. Provide any needed **Comments**
4. Select **Submit.**

Delivery Address Update on a Requisition:
1. Update delivery address to **"OSU Extension – XXX County"**
    a. The address will need to include a room and floor number.
    b. If already attempted to submit with error, changes to the lines will need to be completed, then in the header.
        i. To change the header, click on the **"…"** button at the bottom of the page and select **"edit address"**, then change the deliver to address for the header.
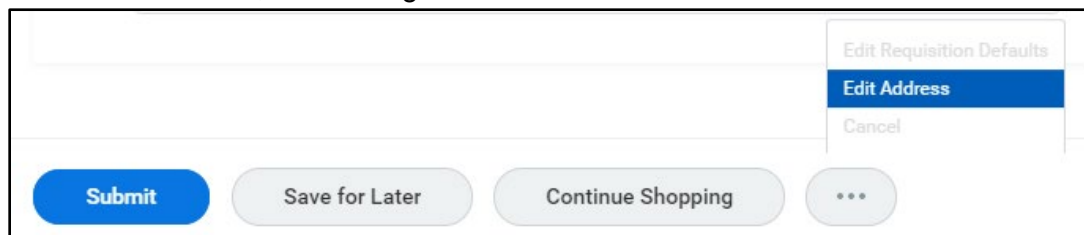
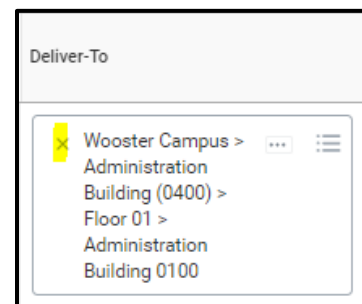
2. Edit **Deliver-To** address by typing county name.

    a. The first address with floor and room number is correct.
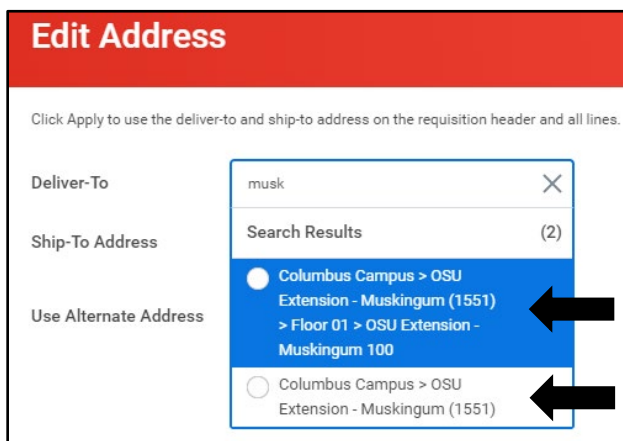
New address with floor and room #

Old default address

        i.
    b. Line-item delivery address update. **X** out the address and search for the new option.