

Change Emergency Contact Information

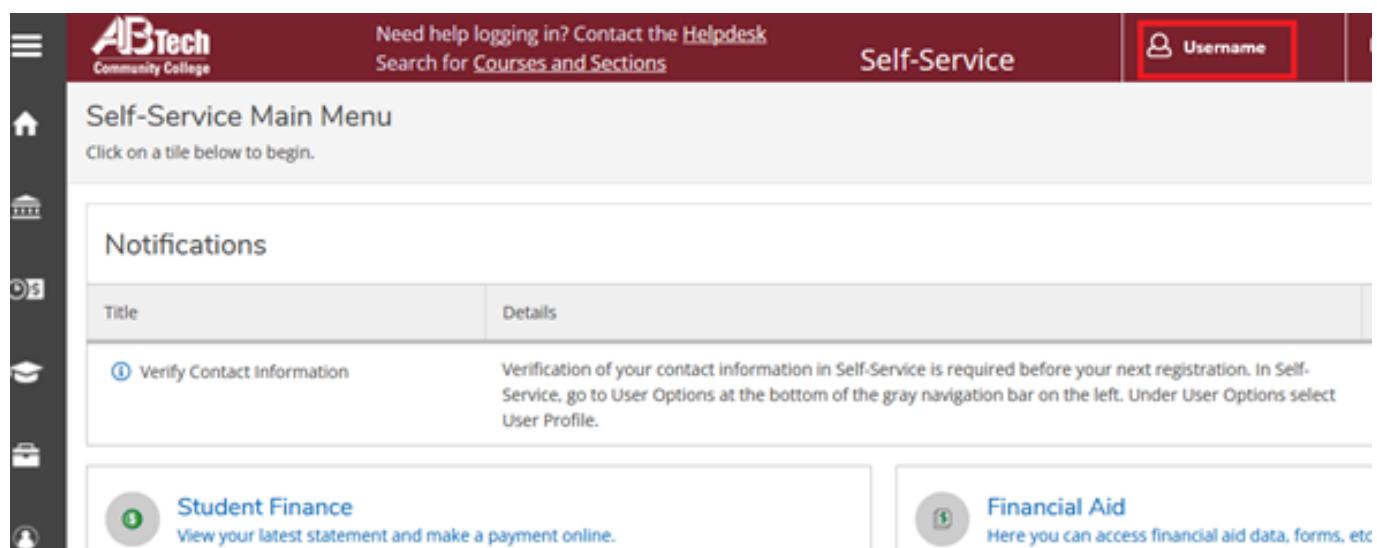
Summary

How to change your emergency contact information

Instructions

If you want to change your emergency contact information, please follow the instructions below.

1. Log in to [Self Service](#).
2. Click your username in the upper right corner.



Need help logging in? Contact the [Helpdesk](#)
Search for [Courses and Sections](#)

Self-Service

Username

Self-Service Main Menu

Click on a tile below to begin.

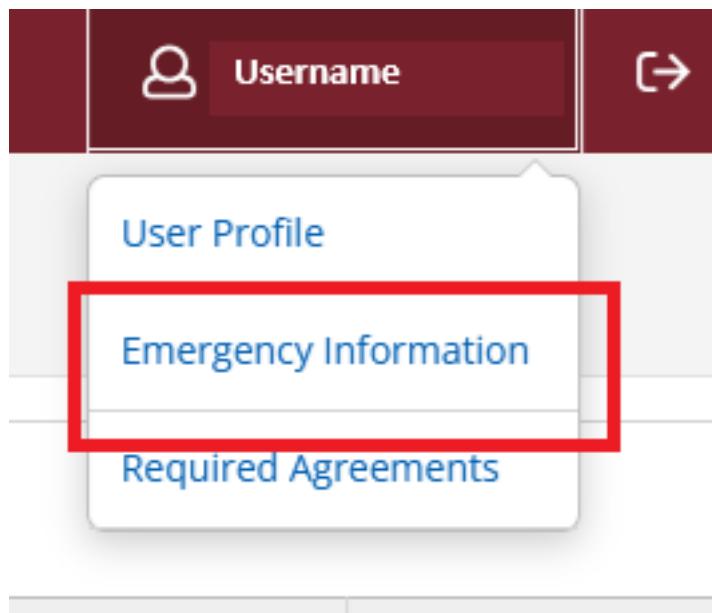
Notifications

Title	Details
① Verify Contact Information	Verification of your contact information in Self-Service is required before your next registration. In Self-Service, go to User Options at the bottom of the gray navigation bar on the left. Under User Options select User Profile.

Student Finance
View your latest statement and make a payment online.

Financial Aid
Here you can access financial aid data, forms, etc

3. Click on "Emergency Information."



4. Here you can update Emergency Contact information by adding new contacts and updating or deleting existing contacts.

A screenshot of the 'Emergency Contacts' page. At the top, the title 'Emergency Contacts' is displayed, followed by a blue button with a white plus sign and the text 'Add New Contact' (which is highlighted with a red box). Below this, there is a section titled 'Emergency Contact Name'. Under 'Emergency Contact Name', there are fields for 'Daytime Phone', 'Evening Phone', 'Other Phone', and 'Address'. Further down, there are sections for 'Effective Date' (set to 1/15/2020), 'Emergency Contact' (checked), and 'Missing Person Contact' (checked). At the bottom of the page, there are two buttons: a blue pencil icon for editing and a blue X icon for deleting (which is highlighted with a red box).

5. Once your emergency contacts are up-to-date, please confirm your contacts by clicking "Confirm" at the top of the page.

Emergency Information



Last Confirmed On: 3/31/2021

I confirm that this information is accurate and current as of today.

Confirm

Key Words: emergency, contact, Self-Service

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