

# Change Emergency Contact Information

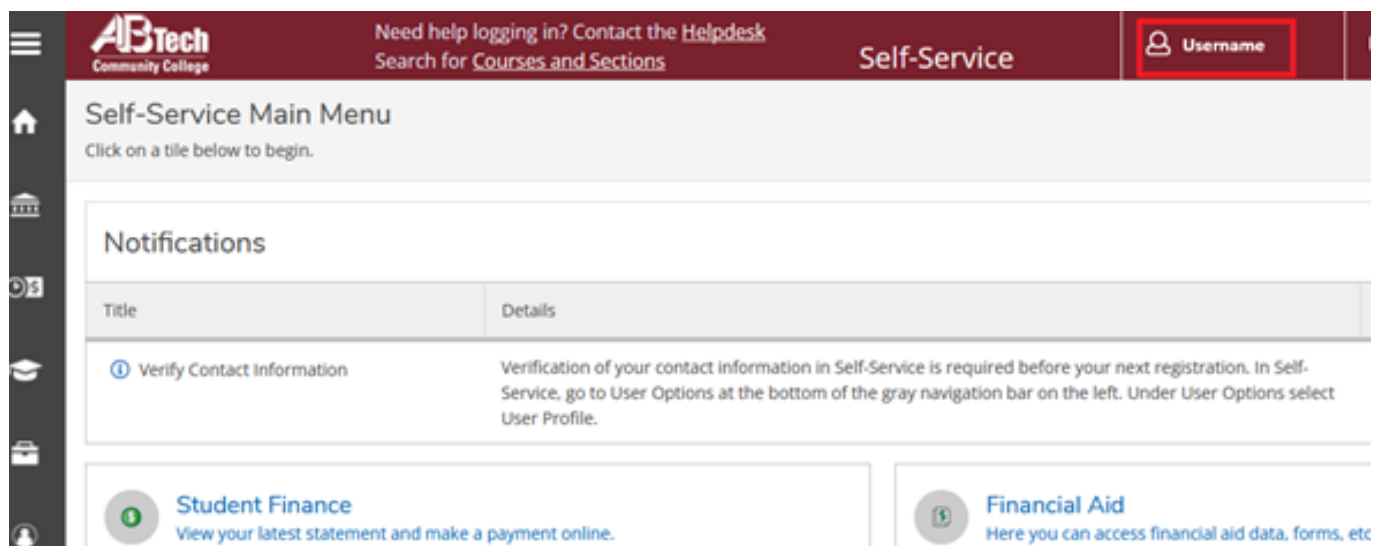
## Summary

How to change your emergency contact information

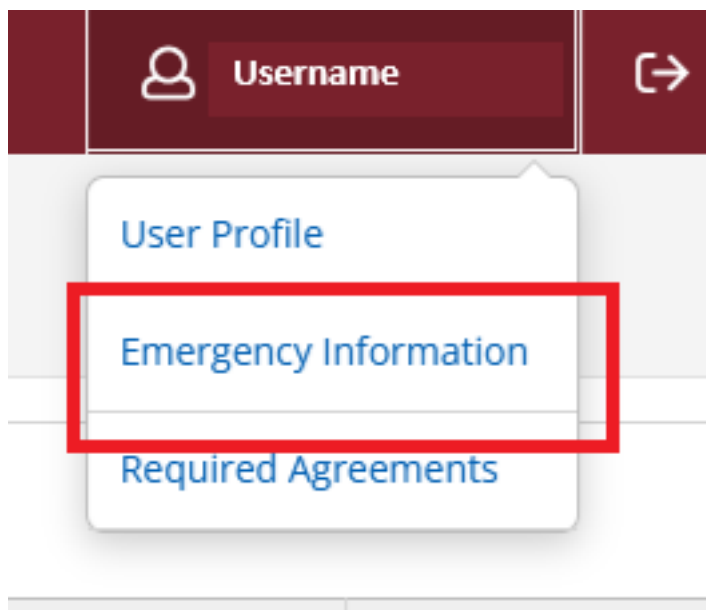
## Instructions

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.



3. Click on "Emergency Information."





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

**Emergency Contacts**

[+ Add New Contact](#)

Emergency Contact Name	
Daytime Phone	
Evening Phone	
Other Phone	
Address	
Effective Date	1/15/2020
Emergency Contact	✓
Missing Person Contact	✓

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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