Viewing and Updating Emergency Contact Information

Please make sure your emergency contact information is up to date in Web Self Service. If you have not yet completed this, please follow the steps below or your registration will be prolonged.

Viewing your Emergency Contact Information

- Log into [Web Self Service]
- Click on the Personal Information link located on the Personal Information Tab
- Click on the Personal Profile
    - A tab will appear in a separate window.
    - You will be required to log into the system again.
- Scroll to View Emergency Contacts
- Review the Emergency Contact Information display
- If the information is correct, you need to do nothing.

Updating your Emergency Contact Information

- Click Update Emergency Contacts
- Click on the circled pencil icon 
    - Clicking on the Contact's Name
        - You can update the individuals information
- Contact can be removed by clicking the Box next to Remove Contact 
- Click Submit OK when finished

Adding a New Emergency Contact

- Click on 

  Contact Link (Located on the Emergency Contact segment of the page)
- Enter Information
- Click OK when finished