

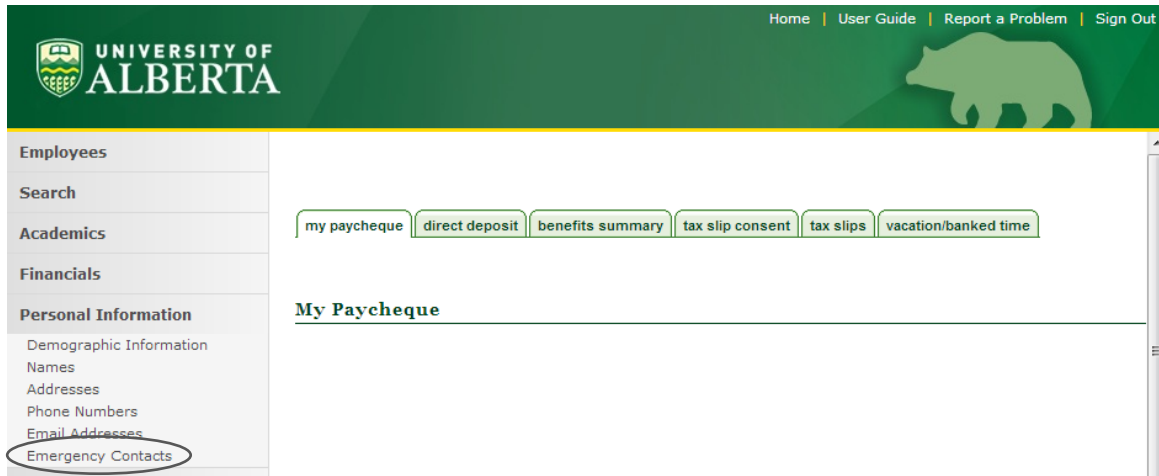
Personal Information – Emergency Contacts

Human Resource Services (HRS)

This is a list of emergency contacts on your record. You may edit, delete, and add the emergency contact information.

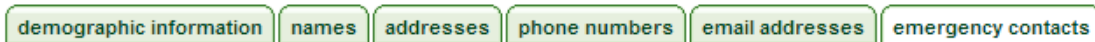
Emergency Contact information is collected to enable the University to contact you or facilitate the contact of an individual designated by you in the event of a situation determined to constitute an emergency.

1. Click **Personal Information** from the left menu items and select **Emergency Contacts** from the submenu.



2. To Add/Edit/Delete Emergency Contact Information:

- a. Select **Add an Emergency Contact** to add a new Emergency Contact.
- b. Select the **edit** button to change the address, phone number or relationship status.
- c. Use the **delete** button to delete contact information.
- d. Click the **Save** button to update your record.



Emergency Contacts

This is a list of your emergency contacts on your record. You may edit, delete and add the emergency contact information.

You must indicate a primary contact on your record.

** Emergency Contact Information is collected to enable the University to contact you or facilitate the contact of an individual designated by you in the event of a situation determined to constitute an emergency. It may be disclosed to authorized external agencies as necessary for this purpose.

Primary Contact	Contact Name	Relationship	Phone	Extension	Country		
<input checked="" type="checkbox"/>	Hixog Hondtoqi	Friend	123/456-7890	----		edit	delete

[ADD AN EMERGENCY CONTACT](#)