

## **UPDATE/ADD EMERGENCY CONTACT INFORMATION**

## TO EDIT CURRENT INFORMATION:

1. Select the 'Family and Emergency Contacts' menu option on the left side of the screen.

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2. Select the name of the emergency contact to update.

My Contacts	→ bbA ←
Billy Bluejay Spouse Spouse	
- Abraura C	

3. Edit information as needed. To update emergency contact's phone number or email address, select the drop-down arrow in the 'Communication' box.

Demographic Info	×
Biographical Info	v
Communication	×
Address	×

4. To edit information, select the pencil icon next to the item to update.



5. Edit information and select the 'Submit' button.

Communication			
			Delete Submit Cano
"Type		Area Code	
Home Mobile Phone	~		
Country		"Number	
Select a value	~	555-555-5555	



## UPDATE/ADD EMERGENCY CONTACT INFORMATION

## TO ADD NEW CONTACT:

1. Select the 'Family and Emergency Contacts' menu option on the left side of the screen.

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1. Click the 'Add' button.

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2. Select 'Create a New Contact'.

My Contacts	+ Add v
ing condicts	Select a Coworker as a Contact
Billy Bluejay Spouse	Create a New Contact
spouse	

3. Enter required information under 'Basic Information' and 'Communication' information for new contact and click 'Submit'.

		Subgit
Basic Information		
"Last Name	tienon	
First Name	Preferred Name	
Title	Previous Last Name	
Select a value v	Employee Salutation	
Sullin	Employee Informal Satulation	
Middle Name	Employee Formal Salutation	
"Reblionship	Gender	
Select a value v	Select a value 🛛 🛩	
"What is the start date of this relationship?	Date of Birth	
miajy G	mitay B	
	This person is an emergency contact	
Communication		
Type		
Ers.		
Type		
Select a value		