MANAGE PERSONAL INFORMATION

REVIEW YOUR EMERGENCY CONTACTS

From the **Home** page:

1. Click on the **Personal Information** application.
2. Click on **Emergency Contacts** under the Change section.
3. Your current emergency contacts will display in a **My Emergency Contacts** page.

REVIEW YOUR EMERGENCY CONTACTS

From the **My Emergency Contacts** page: If you are editing existing information:

1. Click the **Edit** button at the top left of the page.

2. Click on the **Edit** icon next to the information that needs to be changed.

3. Some information sections may require you to use the **Calendar** icon or the **Prompt** icon or typing to indicate information.

4. Click on the **Check** icon at the top right of that information block for the system to accept your changes.

5. If you are removing information, click the **X (Delete)** button next to the information block that you wish to remove.

6. Click **Submit**.

7. Click **Done.**

If you are adding new information:

8. If you are adding new information instead of changing existing information, then click the **Add** button.

9. The **Change My Emergency Contacts** page will display.

10. Click on the **Edit** icon next to the information that needs to be changed.

11. Type your information.

12. Some information sections may require you to use the **Calendar** icon or the **Prompt** icon or typing to indicate information.

13. Click on the **Check** icon at the top right of that information block for the system to accept your changes.

14. Complete all applicable information blocks.

15. Click **Submit**.

16. Click **Done.**

REPLACE PRIMARY EMERGENCY CONTACT

From the **My Emergency Contacts** page:

1. Click the **Edit** button at the top left of the page.

2. Scroll down to the Alternate Emergency Contact section and click the **Add** button.

3. Some information sections may require you to use the **Prompt** icon or typing to indicate information.

4. Click the **Mark as Primary** checkbox.

5. Change the Priority to **1**.

6. Click on the **Check** icon at the top right of that information block for the system to accept your changes.

7. Complete all applicable information blocks. The page should now reflect the primary contact change. The former primary contact becomes the first alternate emergency contact

8. Click **Submit**.

9. Click **Done.**

REMOVE AN EMERGENCY CONTACT

NOTE: It is recommended that you complete the Replace Primary Emergency Contact activity before completing this activity since a Primary contact cannot be removed.

From the **My Emergency Contacts** page:

1. Click the **Edit** button at the top left of the page.
2. Scroll down to the Alternate Emergency Contact section and click the **X (Delete)** button to remove the additional contact.
3. Click **Submit.**
4. Click **Done.**