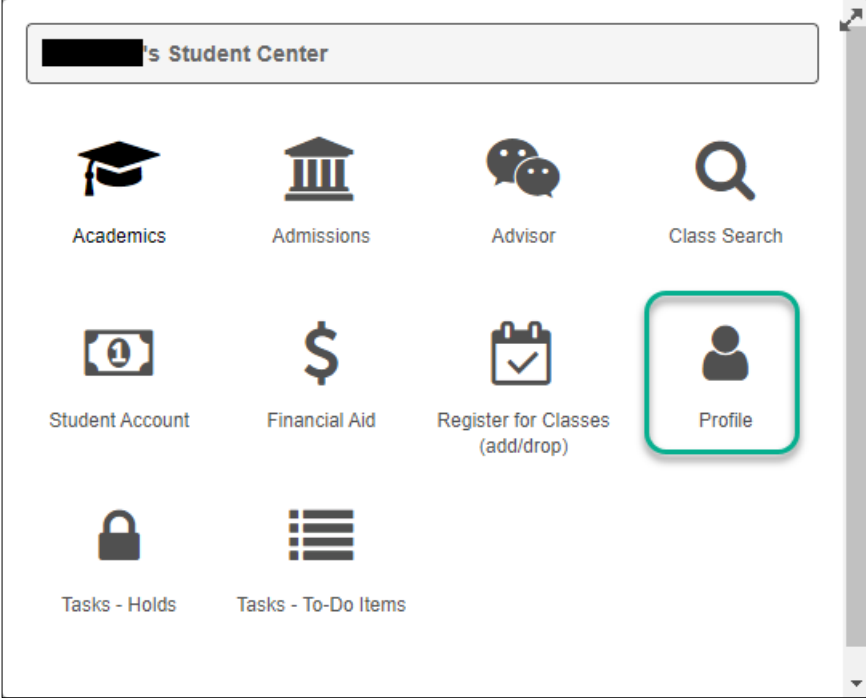
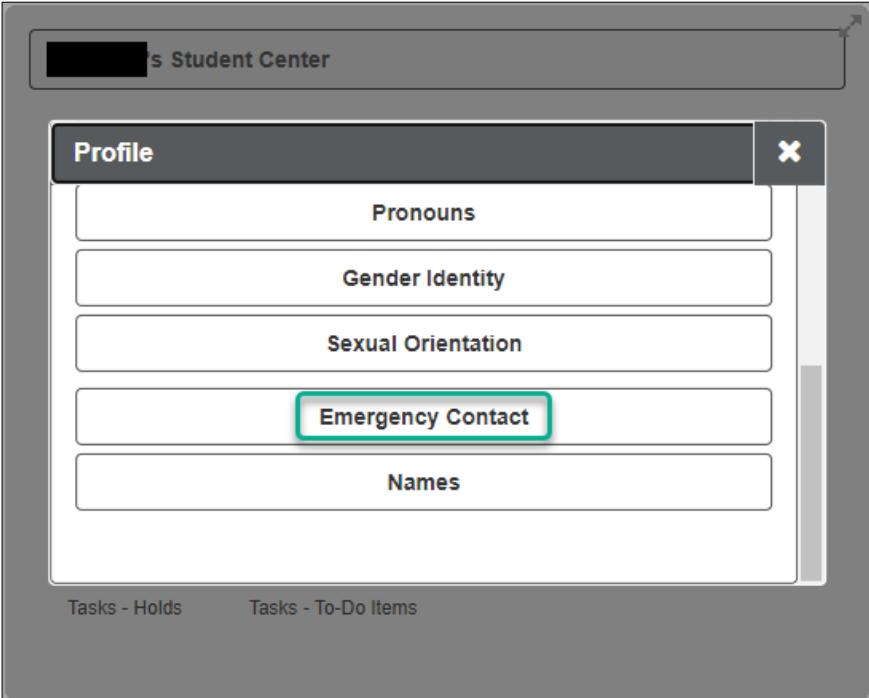


How to Update Emergency Contact Information in the Student Portal

1. Within the student portal, click on the “Profile” icon to launch a menu of applicable options.



2. Scroll down through the list of options toward the bottom of the menu, and select “Emergency Contact.”



How to Update Emergency Contact Information in the Student Portal

3. Next, a list of any/all previously provided emergency contacts will appear. If none have been provided, the message *No current emergency contact information found* is displayed. Click the gold button to Add an Emergency Contact.

The screenshot shows the 'Emergency Contacts' section of a student portal. At the top, there is a header 'Emergency Contacts' and a user profile icon. Below this, a message states: 'Below is a list of your emergency contacts. To edit the information for a contact, select the Edit button. To add a contact, select the Add an Emergency Contact button.' A yellow highlighted box contains the text: 'No current emergency contact information found.' At the bottom right, there is a gold button labeled 'Add an Emergency Contact' with a green arrow pointing to it.

4. Enter the name of the Emergency Contact, along with the Relationship type. Students may select from several relationship types, including:

Adult Child	Child	Domestic Partner Adult	Domestic Partner Child	Employee
Estate	Ex Domestic Partner	Ex Spouse	Foster Child	Friend
Grand Parent	Grandchild	Great Grand Parent	Great Grandchild	In-Law
Neighbor	Other	Other child	Other Relative	Parent
Parent-in-law	Recognized Child	Roommate	Self	Sibling
Spouse	Step Parent	Stepchild	US Same-Sex Spouse	Ward

- a. If the new Emergency Contact shares an address with the student, students may check the box to indicate the address is the same. Otherwise, click the blue *Edit Address* box. (See step 4.b. for more information on this.)

The screenshot shows the 'Emergency Contact Detail' form. At the top, there is a breadcrumb 'Emergency Contacts > Emergency Contact Detail' and a 'Return To Emergency Contacts Summary' link. The form includes a user profile icon and a '* Required Field' label. The '*Contact Name' field contains 'Test Parent'. The '*Relationship' dropdown menu is set to 'Parent'. Below this is the 'Contact's Address' section, which includes a checkbox for 'Same Address as Individual' (unchecked). Underneath, the 'Country' and 'Address' fields are both set to 'United States'. At the bottom left of this section, there is a blue button with a pencil icon labeled 'Edit Address', which is highlighted with a green arrow.

- b. To add a contact's address information (if different than that of the student), click the blue *Edit Address* box. Update the country if address is outside of the United States. Enter applicable address information, then click OK to return to the previous screen.

How to Update Emergency Contact Information in the Student Portal

Edit Address

Country United States
[Change Country](#)

Address 1 123 Main Street

Address 2 Apt. A

Address 3

City Denver

State CO COLORADO

Postal 80123

County Denver

OK Cancel

- C. Scroll down to enter the Contact's Phone information. If the student shares the same phone number with their Emergency Contact, the *Same Phone as Individual* box can be checked. Otherwise, the phone number can be added accordingly.

Phone extension and Country Code are optional fields, but can be populated as needed.

Edit Address

Contact's Phone

Same Phone as Individual

Phone 123/456-7890

Extension 4321

Country Code 001

How to Update Emergency Contact Information in the Student Portal

d. Additional phone numbers and/or an email address can also be added. When all information is populated, click **Save**.

The screenshot shows a web form for updating emergency contact information. It is divided into three main sections:

- Country Code:** A text input field containing the value "001".
- Other Telephone Numbers:** A section with a light gray header. Below the header, it says "No phone numbers are defined". There is a blue button with a white plus sign and the text "Add a Phone Number".
- Contact's Email Address:** A section with a light gray header. Below the header, there is a text input field labeled "Email" containing the value "Test@EmergencyContacts.com". This input field is highlighted with a red rectangular border.

At the bottom right of the form, there is a yellow button with a right-pointing arrow and the text "Save". A red arrow points to this button from the left.