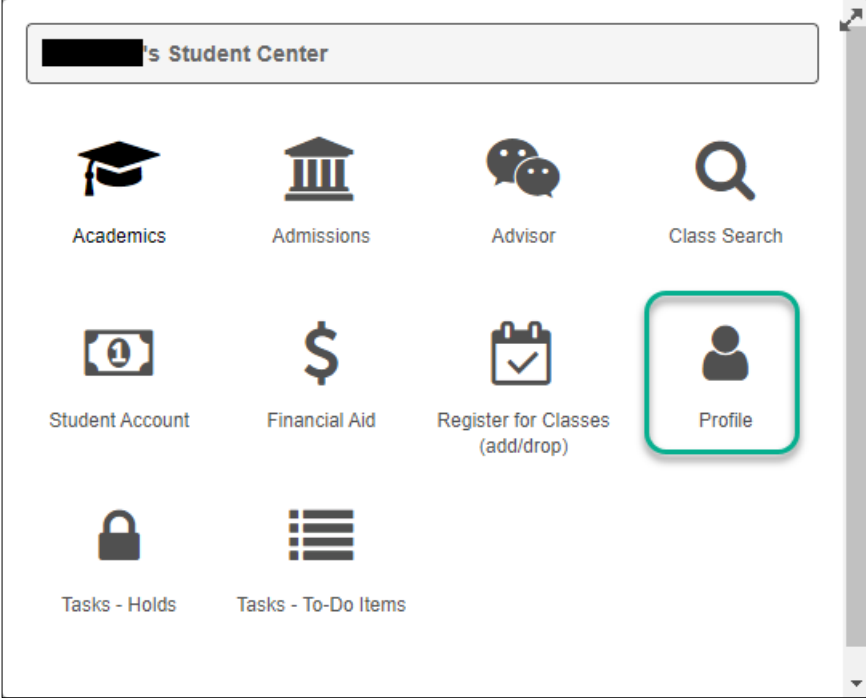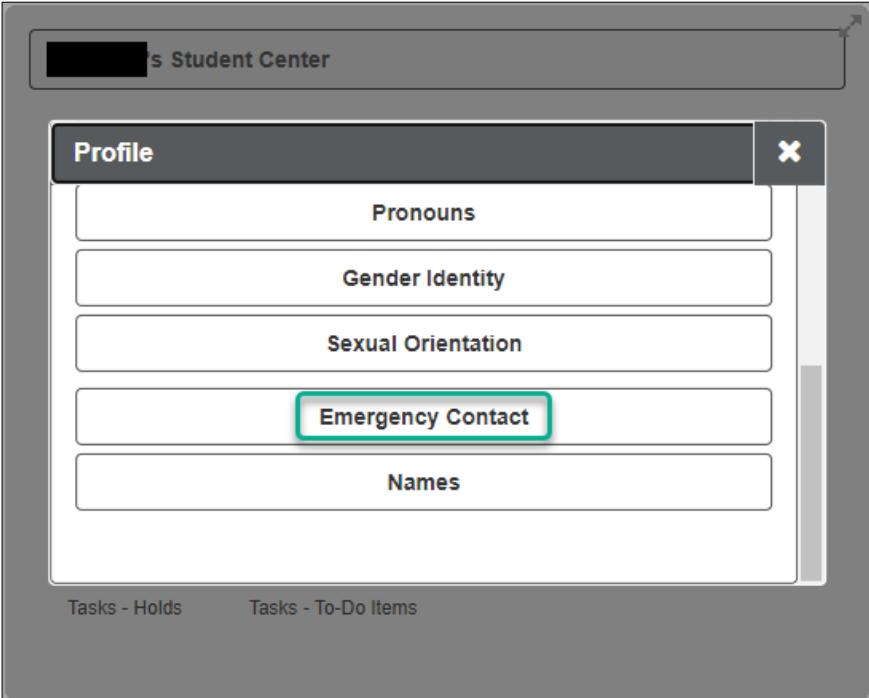# How to Update Emergency Contact Information in the Student Portal

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.

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.)

    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 <u>optional</u> 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**.

Country Code	001

Other Telephone Numbers

No phone numbers are defined

+ Add a Phone Number

Contact's Email Address

Email   Test@EmergencyContacts.com

Save