

How to Add/Update Emergency Contacts

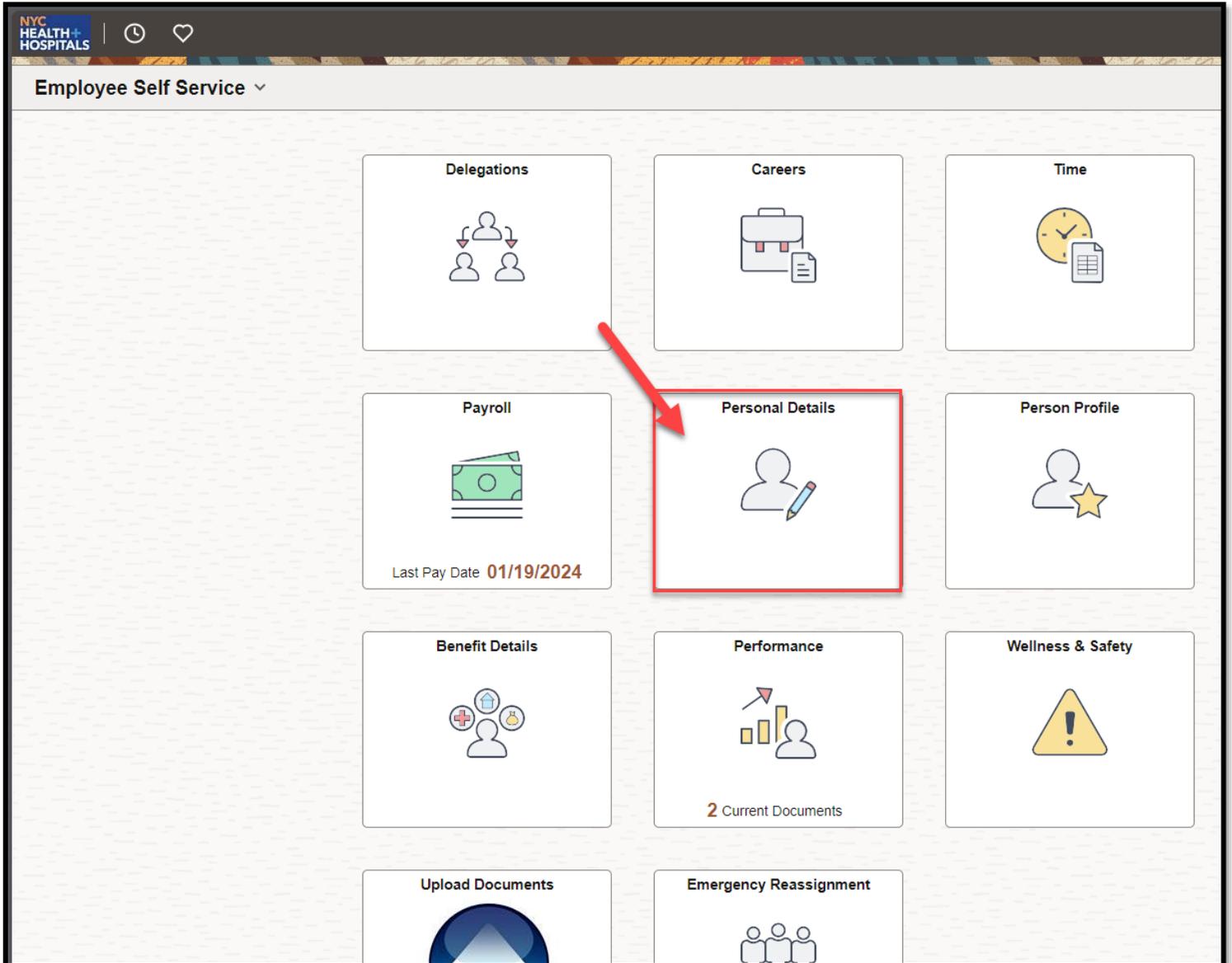
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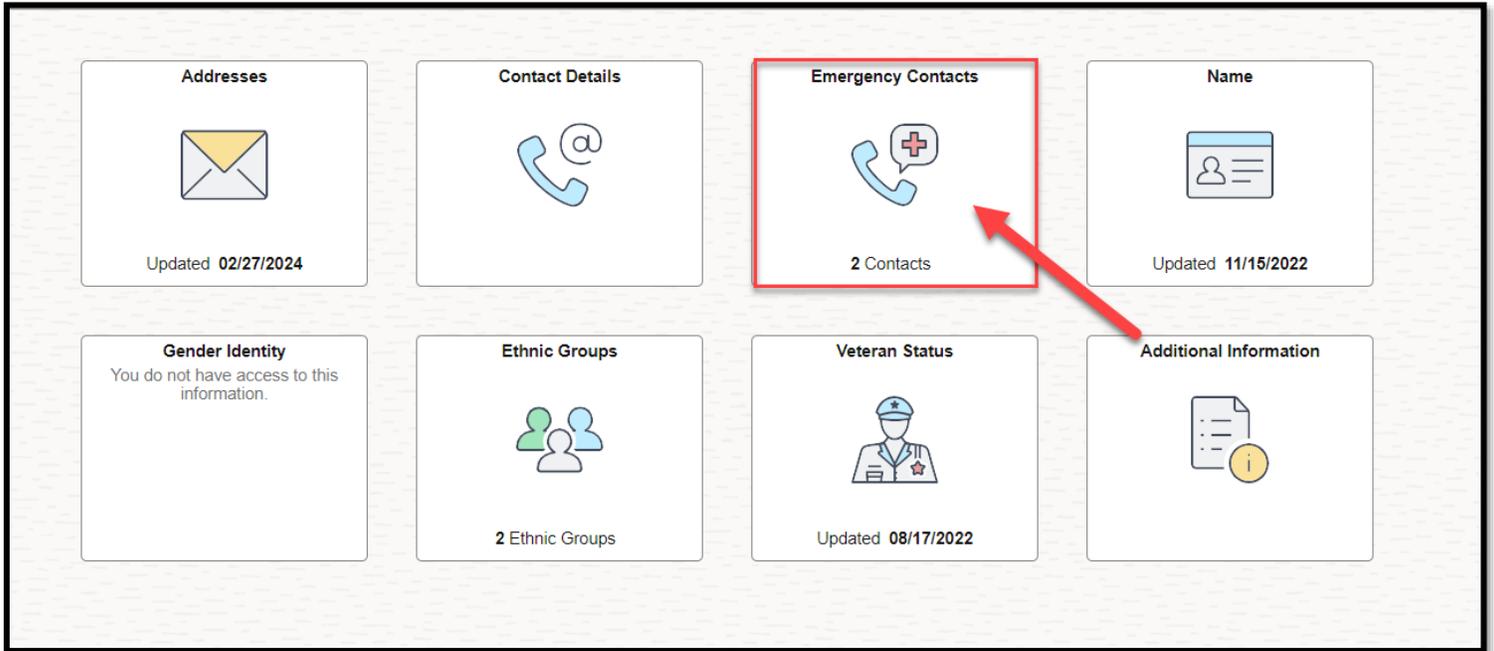
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How to Add an Emergency Contact

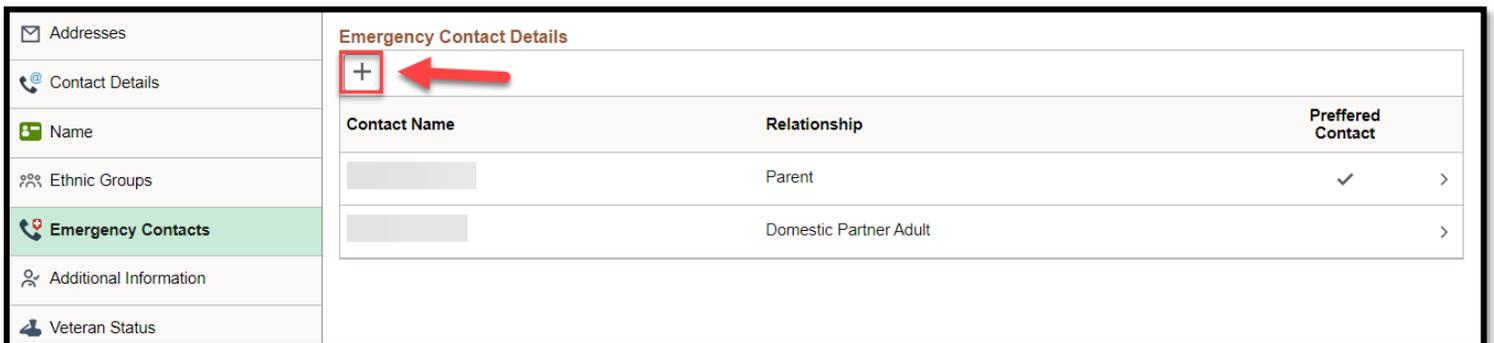
1. After successfully logging into PeopleSoft, click on the **Personal Details** tile.



2. The **Personal Details** Page displays with your current information. Click the **“Emergency Contacts”** Tile.



3. Click on the **Plus Sign** under **Emergency Contacts Details** to add a *new* Emergency Contact.



4. A Pop-Up window appears. Enter the **Contact Name** and their **Relationship** to you. You have the option to check **Preferred** as your emergency contact. To add your emergency contact's address, click **Add Address**. To add your emergency contact's phone number, click Add Phone Number. Click the **Save** button once you are finished.

The screenshot shows a web interface for adding an emergency contact. The main page is titled 'Personal Details' and has a sidebar with navigation options: Addresses, Contact Details, Name, Ethnic Groups, Emergency Contacts (highlighted), Additional Information, and Veteran Status. The 'Emergency Contact Details' section is active, showing a plus sign to add a contact. A pop-up window titled 'Emergency Contact' is open, containing the following fields:

- Contact Name:** James Smith
- Relationship:** Adult Child (dropdown menu)
- Preferred Contact:**
- Address:** No data exists. [Add Address](#)
- Phone Numbers:** No data exists. At least one phone number is required. [Add Phone Number](#)

The pop-up window has a 'Cancel' button in the top left and a 'Save' button in the top right. A red arrow points to the 'Save' button.

5. The “Emergency Contact “Name” was successfully added.” The new emergency contact will now appear under **Emergency Contacts**.

Personal Details

Emergency Contact Details

Contact Name	Relationship	Preferred Contact
[Redacted]	Parent	✓ >
JAMES SMITH	Adult Child	>
[Redacted]	Domestic Partner Adult	>

How to Update an Emergency Contact

1. To **update** an existing emergency contact, click on the **Contact Name** you wish to update under **Emergency Contacts**.

Personal Details

Emergency Contact Details

Contact Name	Relationship	Preferred Contact
[Redacted]	Parent	✓ >
JAMES SMITH	Adult Child	>
[Redacted]	Domestic Partner Adult	>

2. Choose the field you wish to **edit**. You can edit the **Name, Relationship, Address, or Phone Number**. You can also choose to delete the contact by selecting **Delete** on the bottom. Click the **Save** button to save your changes. Please note, you must have at least one **Emergency Contact** on file.

Personal Details

Emergency Contact Details

Contact Name

JAMES SMITH

***Contact Name** JAMES SMITH

***Relationship** Adult Child

Preferred Contact

Address

Phone Numbers

Phone	Extension	Type
6465464805		Same as mine

Save

Delete

3. The “Emergency Contact “Name” was successfully updated”. The update will appear under **Emergency Contacts**.

The screenshot shows a user profile page with a sidebar on the left containing navigation options: Addresses, Contact Details, Name, Ethnic Groups, Emergency Contacts (highlighted), Additional Information, and Veteran Status. The main content area is titled "Emergency Contact Details" and features a table with the following data:

Contact Name	Relationship	Preferred Contact	
[Redacted]	Parent	✓	>
JAMES SMITH	Adult Child		>
[Redacted]	Domestic Partner Adult		>