

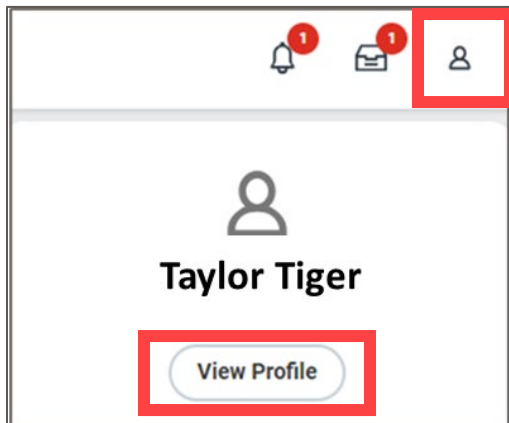
## UPDATING CONTACT AND EMERGENCY CONTACT INFORMATION

### Summary

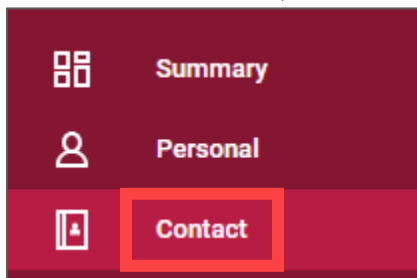
This guide will show you how to update your personal contact information as well as designating and providing emergency contact information.

### Update Student Contact Information

1. From the homepage, navigate to your **profile** by clicking the person icon and then clicking **View Profile**.



2. From the sidebar menu, select the **Contact** tab.



3. Select **Contact**, then click the **Edit** button.



Here you can update your contact information, which includes:

- Home address
- Phone numbers
- Email



- Instant Messenger
- Web Addresses



4. To edit a specific field, click the edit icon  , and update the desired information.


### Change Home Contact Information

**Address**

Address  

123 American Way, Anywhere, TN 38002

**Effective Date**

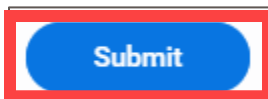
09/18/2024 

**Primary**

**Country \***

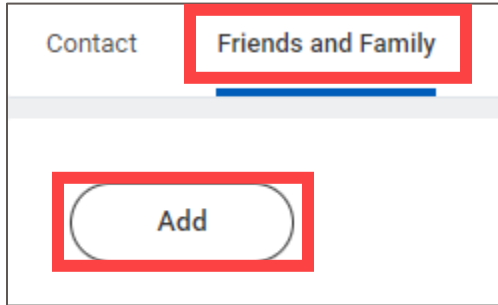
**Address Line 1 \***

5. When you are finished editing and updating the desired information, click the **Submit** button.



## Add and Update Emergency Contact Information

1. To *add* and emergency contact, select **Friends and Family** and then click the **Add** button.

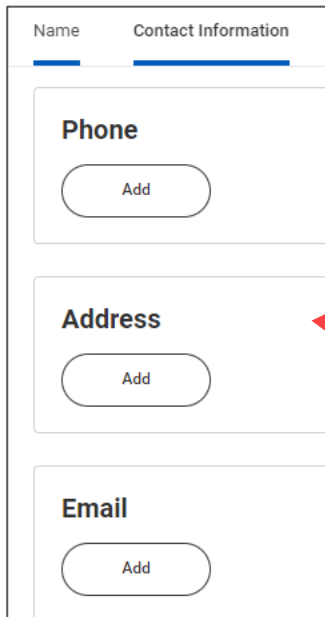


Here you will be able to define the relationship and provide contact information for emergency contacts.

The screenshot shows the 'Add My Friends and Family' form. The 'For' field is set to 'TEST History and Address'. The 'Relationship Types' dropdown is open, showing a list of options: Emergency Contact, International Agent, Legacy, Legal Guardian, Next of Kin, Parent, Proxy, and Recommender. The 'Name' section is highlighted with a blue box, and the 'Contact Information' section is highlighted with a red box. A red callout bubble points to the 'Relationship Types' dropdown, and another red callout bubble points to the 'Name' and 'Contact Information' sections.

**When you click the Relationship Types (required) field, you will see a dropdown menu, where you can select Emergency Contact.**

**To create an emergency contact, you will need to complete both the Name and Contact Information sections.**



Name    Contact Information

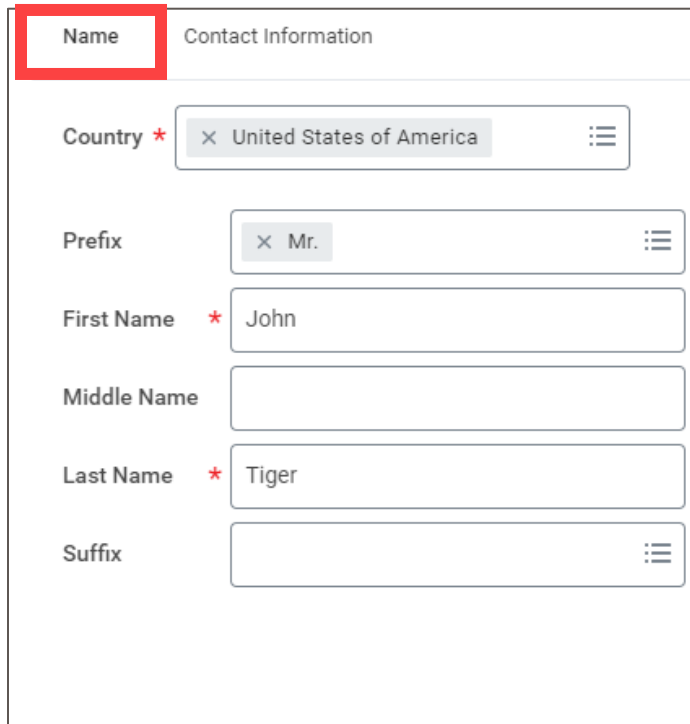
**Phone**  
Add

**Address**  
Add

**Email**  
Add

Emergency contacts **require** at least one form of contact, so add at least one of the three forms of contact: phone, address or email.

2. Enter required information for the **Name** section.



**Name**    Contact Information

Country \*    x United States of America    ☰

Prefix    x Mr.    ☰

First Name \*    John

Middle Name

Last Name \*    Tiger

Suffix    ☰

- 3. Enter required information for the **Contact Information** section and click **OK** when finished.

*As noted above, emergency contacts require at least one form of contact information to be entered (phone, address, or email).*

You can add multiple phone numbers, addresses, or emails for each emergency contact. If you choose to do so, you will need to mark one as **primary**.

- To edit emergency contact information, select **Friends and Family** and then click the **Actions** button and then select **Edit Friends and Family**.

Contact **Friends and Family**

Add

1 item

Name	Relationship Types	Relationship	Phone Number
<a href="#">John Tiger</a>	Emergency Contact	Father	+1 (270) 5551234

**Actions** ▼

**Edit Friends and Family**

Remove Friends and Family

Here you can edit the name, contact, information, and relationship type for the emergency contact. When you are finished updating and making edits, click the **OK** button.

**OK**