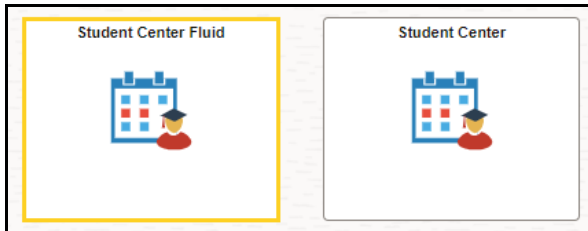


Modify Your Emergency Contact Information

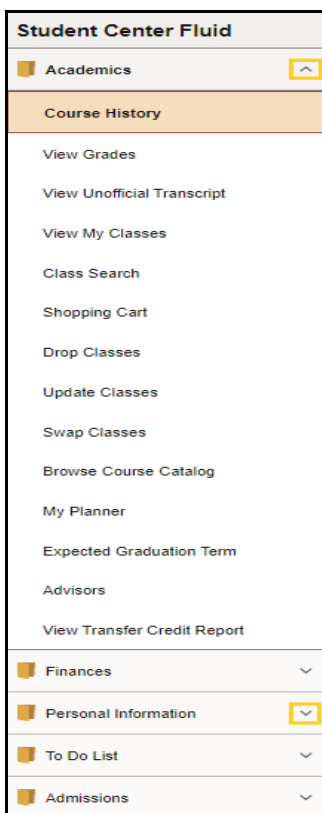
1. Click the **Student Center Fluid** tile.



2. The system defaults you into the **Academics Course History** option.

Click the drop-down button to the right of the **Academics** button to close the menu.

Click the drop-down button to the right of the **Personal Information** button to open the menu.



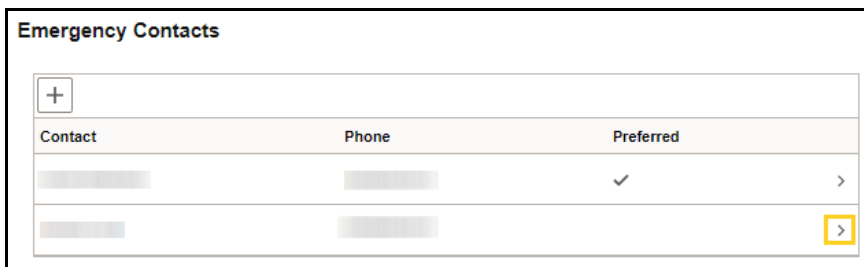
Job Aid

3. Click the **Emergency Contact** link.



4. A list of the student's current emergency contacts displays. In this example, you will delete one emergency contact and will replace it with a new contact.

Click the **right arrow at the end of line 2**.



- 4. The current emergency contact's information displays.

Click the **Delete** button to remove this person as an emergency contact.

Edit Contact

Cancel Save

*Name

*Relationship Friend

Preferred

Primary Phone Number

Country Code

*Phone Number

Extension

Other Phone Numbers

No other phone numbers defined.

Add Phone

Contact Address

6800 Tulane Ave
Apt. 210
New Orleans
LA 70112
Orleans

Delete

- 5. A message box will display asking if you wish to continue the delete.

Click the **Yes** button.

Are you sure you want to delete this contact?

Yes No

- 6. The previous contact is removed from the list.

Click the **plus (+)** button to add a new contact.

Emergency Contacts

+

Contact	Phone	Preferred
<input type="text"/>	<input type="text"/>	✓

7. In this example, you will enter the following information into the appropriate line.

In the **Name** field, enter **Theresa O'Connor**.

Click the drop-down to the right of the **Relationship** field.

Select the **Friend** option from the drop-down list.

In the **Phone Number** field, enter **504/555/2553**.

Click the **Save** option.

Add Contact

*Name: Theresa O'Connor

*Relationship: Friend

Preferred

Primary Phone Number

Country Code: []

*Phone Number: 504/555-2553

Extension: []

Other Phone Numbers

No other phone numbers defined.

Contact Address

No address defined.

8. The new contact is added to the contact list.

Contact	Phone	Preferred
[Blurred]	[Blurred]	✓
Theresa O'Connor	504/555-2553	✓

9. This completes *Modify Your Emergency Contact Information*.