# How to Add/Update Emergency Contacts
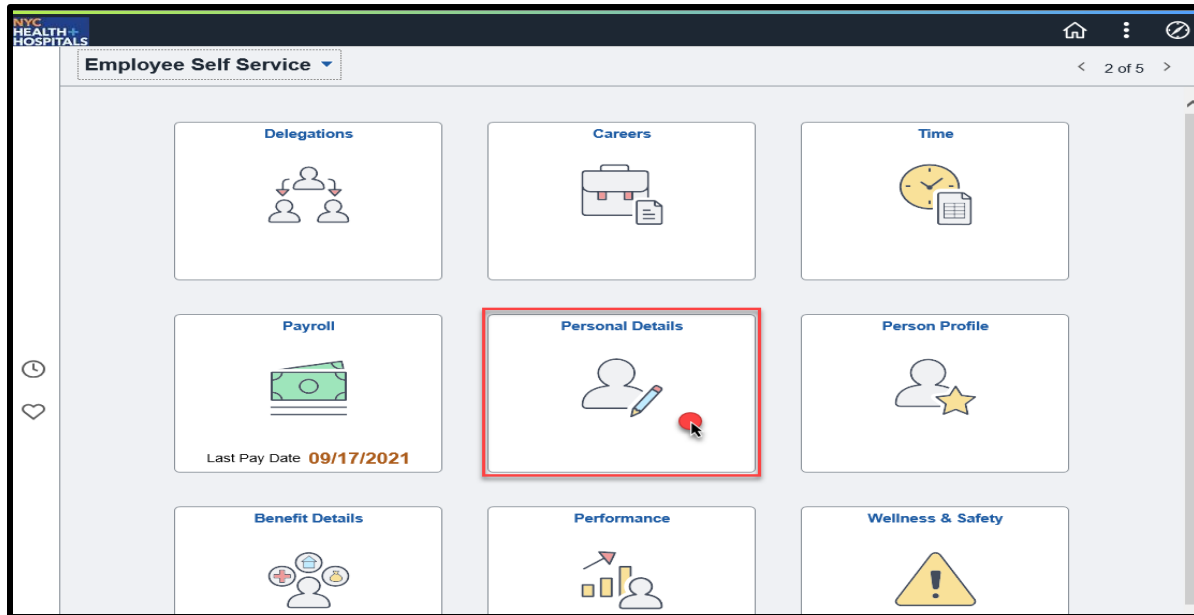
## TABLE OF CONTENTS

# How to Add an Emergency Contact

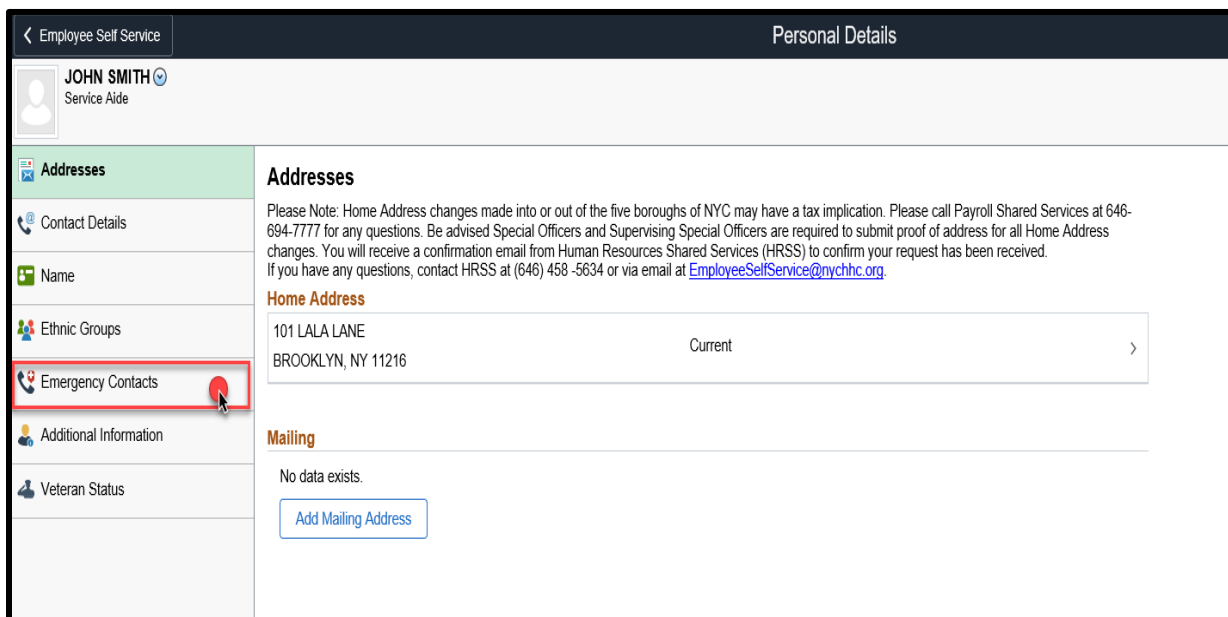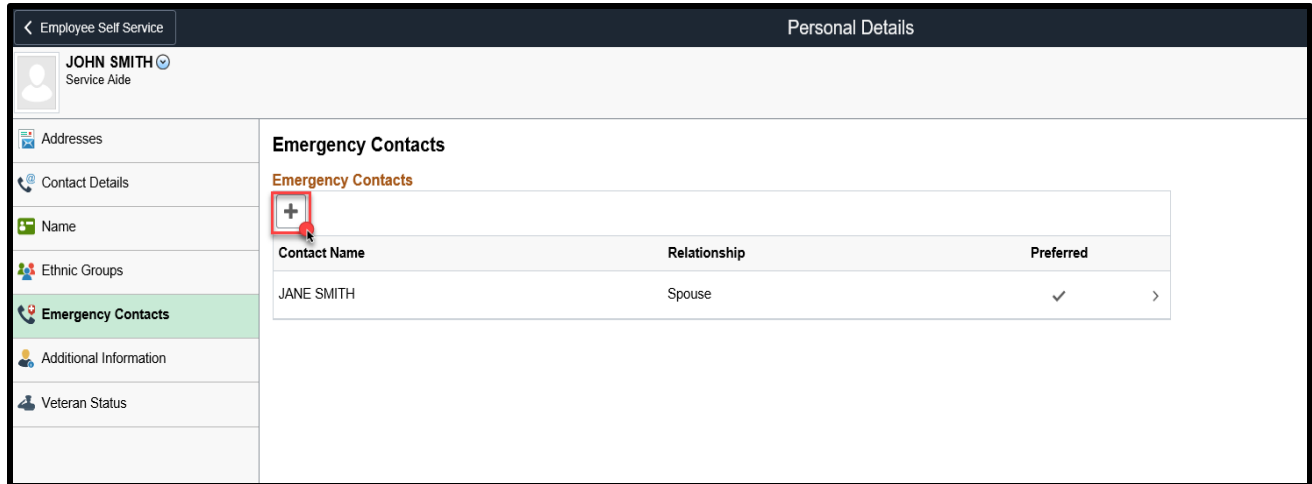1. After successfully logging into PeopleSoft, click on the **Personal Details** tile.



2. The **Personal Details** Page displays with your current information. Click the "**Emergency Contacts**" Tab on the left side of the page.

3. Click on the **Plus Sign** under **Emergency Contact**s 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.
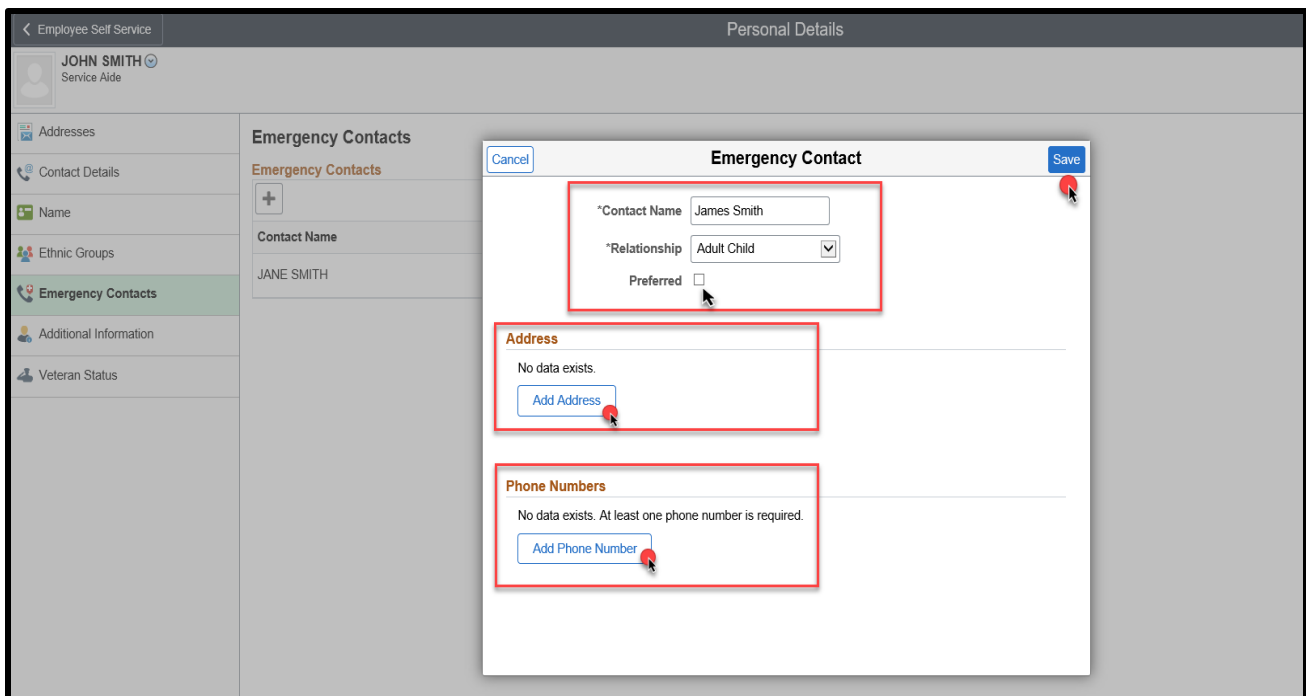
5. The "Emergency Contact "Name" was successfully added." The new emergency contact will now appear under **Emergency Contacts**.

# 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**.



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.

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