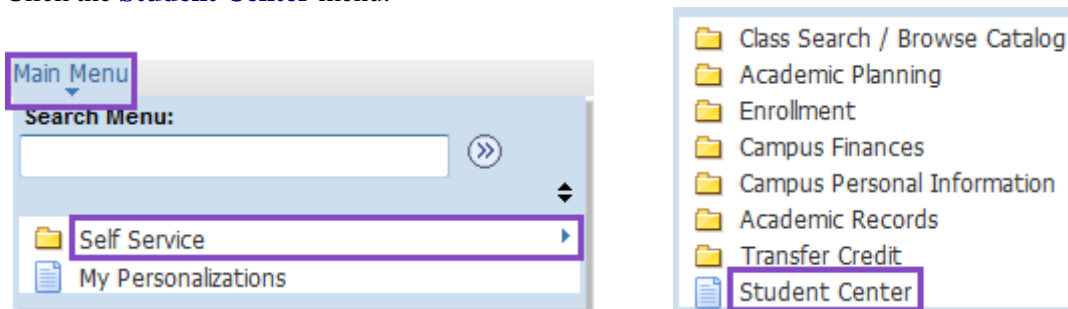


Modify Your Emergency Contact Information

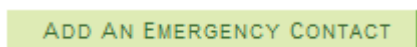
1. Click the **Main Menu** button.
Click the **Self Service** menu.
Click the **Student Center** menu.



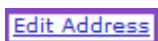
2. Scroll to the Personal Information section on the Student Center page.
Click the **Emergency Contact** link.



3. Click the **Add an Emergency Contact** button.



4. Enter the desired information into the **Contact Name** field, and then select a relationship type from the **Relationship** drop-down list.
5. Click the Same Address as Individual check box if the Emergency Contact's address is the same as your address, or
6. Click the **Edit Address** link to add a new address.



7. If you select the Edit Address link, enter your Emergency Contact information, and then click the OK button.

Edit Address

Country: United States [Change Country](#)

Address 1:

Address 2:

Address 3:

City: State: Postal:

Parish:

8. Click the Same Phone as Individual check box if your Contact's phone number is the same as your phone number, or
Enter the Contact's phone number into the Phone field.

Contact's Phone

Same Phone as Individual

Phone Extension Country

9. Click the **Add a Phone Number** button if you wish to add additional phone numbers for your Emergency Contact.

10. Select a phone type from the Phone Type drop-down list, and then enter the phone number.

Other Telephone Numbers

*Phone Type	Phone Number
<input type="text"/>	<input type="text"/>

11. Click the **Save** button, and then click the OK button to complete the save action.

12. Click the **Student Center** option from the **go to ...** drop-down list, and then click the **GO!** button, or click the Student Center link on your menu bar.

