Update Your Emergency Contacts in Self-Service

1. Log in to the MyYSU Portal (my.ysu.edu).

2. Inside the MyYSU Portal, click on “Banner Self-Service.”

3. Click on “Personal Information”

4. Click on “Update Emergency Contacts”

5. Click New Contact to add a contact
Update Your Emergency Contacts in Self-Service

6. Enter Contact information.

**NOTE:** Include the ORDER of contact (who to reach first, second, third, etc.) if you add multiple contacts.

Verify the accuracy of all entries in each data field.

7. Click “Submit Changes.”

**Update a Contact**

8. Click the name of an existing contact to update it.

If removing a contact, click the Remove check box at the top, then click “Submit Changes.”

Type over any fields to make updates to a contact and then click “Submit Changes.”