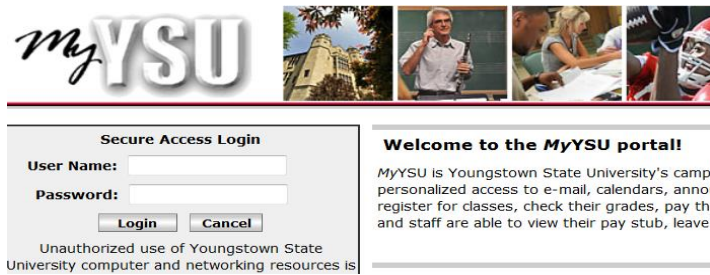
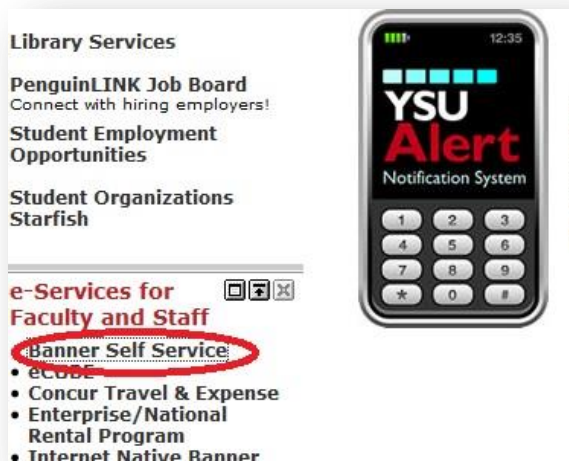


# Update Your Emergency Contacts in Self-Service

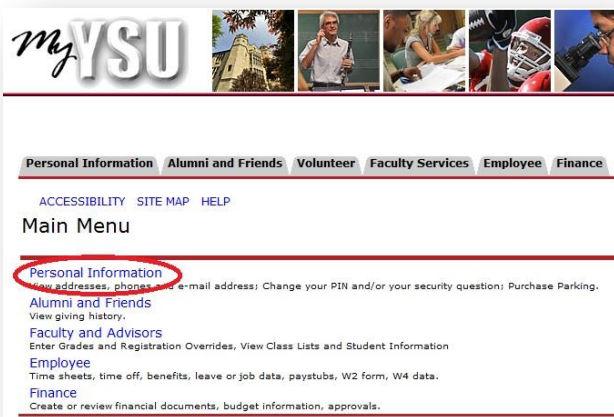
1. Log in to the MyYSU Portal (my.yzu.edu).



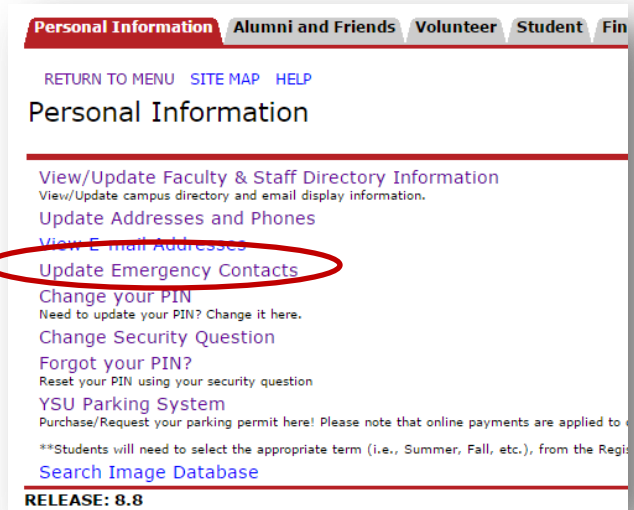
2. Inside the MyYSU Portal, click on “Banner Self-Service.”



3. Click on “Personal Information”

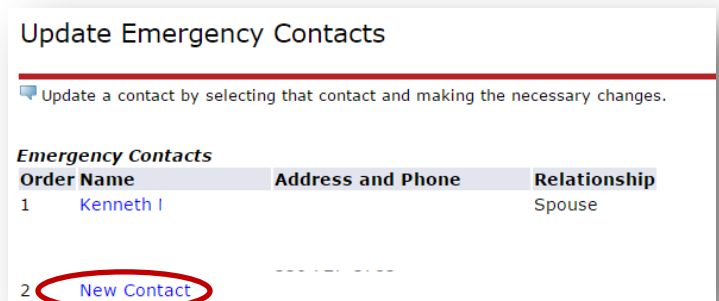


4. Click on “Update Emergency Contacts”



## Add New Contacts

5. Click New Contact to add a contact

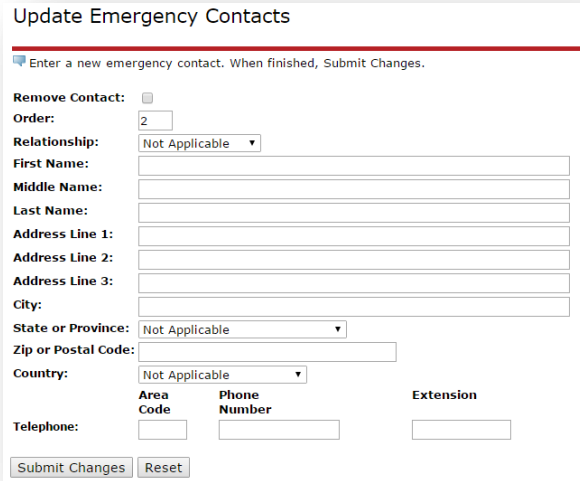


# Update Your Emergency Contacts in Self-Service

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.



Update Emergency Contacts

Enter a new emergency contact. When finished, Submit Changes.

Remove Contact:

Order:

Relationship:

First Name:

Middle Name:

Last Name:

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

Zip or Postal Code:

Country:

Area Code	Phone Number	Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>

Submit Changes Reset

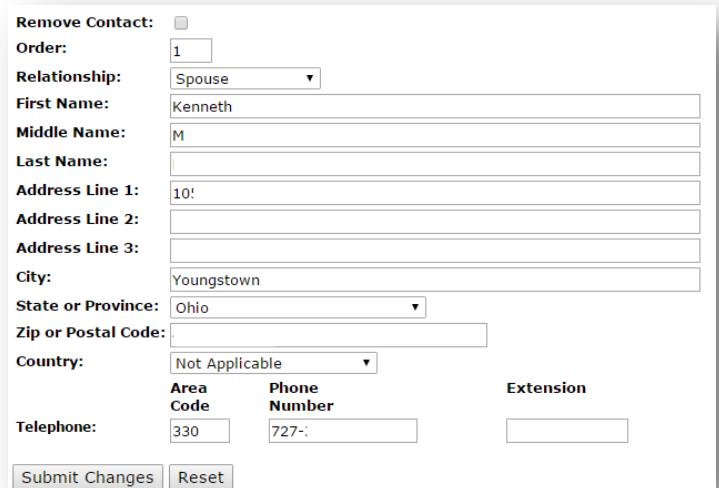
7. Click "Submit Changes."

## 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."



Remove Contact:

Order:

Relationship:

First Name:

Middle Name:

Last Name:

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

Zip or Postal Code:

Country:

Area Code	Phone Number	Extension
<input type="text" value="330"/>	<input type="text" value="727-"/>	<input type="text"/>

Submit Changes Reset