Biographical Data Maintenance

Adding/Updating Emergency Contact Information

Description

Use the Emergency Contacts page to enter or update an individual's emergency contact data, including the contact’s name, addresses, and primary phone number.

Use the Emergency Contact Other Phones page to enter or update additional telephone numbers for an emergency contact.

Process Steps

Navigation:

Campus Community > Personal Information (Student) > Biographical (Student) > Emergency Contacts

Step 1: The Emergency Contacts Search Page

1.1 When you navigate to the Emergency Contacts page, you will see the search page below called “Find an Existing Value.”

1.1.1 EmplID: If you know the student’s EMPLID, enter it here. This is the most efficient way to search for a student.

1.1.2 Academic Career: You can enter the student’s career, e.g., undergraduate or graduate.

1.1.3 National ID: If you know the student’s National ID number (Social Security Number for USA, Social Insurance Number for Canada), enter it here.

1.1.4 Campus ID: The University of Maine System is not currently using the Campus ID.

1.1.5 Last Name: You can enter a portion of the last name as search criteria.

1.1.6 First Name: You can enter a portion of the first name as search criteria.

1.1.7 You can save (and name) your search parameters by clicking the Save Search Parameters link.

1.1.8 Click Search to continue or Clear to have the system clear all of the text boxes so you can start again.
Step 2: Emergency Contact Information

You can now enter information into the Emergency Contact Information page. This information is free-form and there is no real connection if the person exists elsewhere on the database.

2.1 Entering Emergency Contact Information
2.1.1 **Contact Name** Enter the name of the emergency contact for this individual (Lastname, Firstname)

2.1.2 **Relationship** Select the relationship of the emergency contact to the individual at your institution from the drop down list. Relationships beginning with the letters ‘DP’, such as DPAdult, are for Domestic Partner relationships.

2.1.3 **Primary Contact** Select to indicate that this is the first person you should contact in an emergency. An individual must have one and only one primary contact.

2.1.4 **Same Address/Phone as Individual** Select to indicate that the address and/or phone number are the same for the primary individual and this emergency contact. The system automatically displays data for the primary address identified on the installation page, and phone data for the preferred phone type identified on the Phone Numbers page.

If the emergency contact’s and the primary individual’s address and phone are not the same, enter the contact’s address and phone data.

### 2.2 Entering Additional Emergency Contacts
2.2.1 Click the **Add Row** button to add an additional emergency contact. You may enter as many emergency contacts as necessary.

2.2.2 Click the **Delete Row** button to delete an emergency contact. You may delete as many emergency contacts as necessary.

**Step 3: Emergency Contact Other Phones**

Use the Emergency Contact Other Phones page to enter additional phone numbers for the emergency contact.

3.1 Entering Emergency Contact Other Phones
3.1.1 **Phone Type** Select the phone type that describes the additional phone number for this emergency contact.

3.1.2 **Phone** Enter the additional phone number for this emergency contact.

3.1.3 Click the Add Row button to the right of a phone number to add an additional phone number for this contact. You may enter as many phone numbers as necessary. Note that additional phone numbers all need different Phone Types.

3.1.4 Click the Delete Row button to the right of a phone number to delete that phone number. You may delete as many phone numbers as necessary.

3.1.5 Click the Save button to save your data.

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### Source Documents

Self Reported, Admissions Application

### Security Roles

Maintained by:

- S_RA_SUPERUSER
- S_RA_LEADER
- S_RA_RECRUITER
- S_RA_APPLICATION_REVIEWER
- S_RA_DATA_ENTRY
- S_RA_QUICK_ADMIT

Registrars, registrar staff, registration staff.

Viewable by everyone

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APPROVED and TESTED by Admissions and Campus Community Team on January 10, 2006.