

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 to continue or to have the system clear all of the text boxes so you can start again.

Emergency Contacts
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmpID:

Academic Career:

National ID:

Campus ID:

Last Name:

First Name:

Case Sensitive

[Basic Search](#)

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

Emergency Contact Information		Emergency Contact Other Phones	
Amy Picard		0030001	
Emergency Contact Find View All First 1 of 1 Last			
*Contact Name:	Picard, Jean-Luc + -		
*Relationship:	Father v	<input checked="" type="checkbox"/> Primary Contact	
<input checked="" type="checkbox"/> Same Address as Individual	Address Type:	HOME v	
<input checked="" type="checkbox"/> Same Phone as Individual	Phone Type:	HOME v	
Individual's Current Address			
Country:	USA United States		
Address:	123 Elm Street Caribou, ME 04736		
Individual's Phone			
Telephone:	207/555-1212		
Save Return to Search Notify			

- 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

Emergency Contact Information | Emergency Contact Other Phones

Amy Picard 0030001

Emergency Contact Find | View All First 2 of 2 Last

*Contact Name:

*Relationship: Other Primary Contact


Same Address as Individual Address Type:


Same Phone as Individual Phone Type:

Contact Address

Country:

Address: [Edit Address](#)

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

Emergency Contact Information | Emergency Contact Other Phones

Amy Picard 0030001

Description Find | View All First 1 of 2 Last

Contact Name: Picard, Jean-Luc



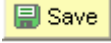
Relationship: Father Primary Contact

Other Phone Numbers for Emergency Contact Find | View All First 1 of 1 Last

*Phone Type Phone

Business 207/561-3300

Save Return to Search Notify

- 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  your data.

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

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