

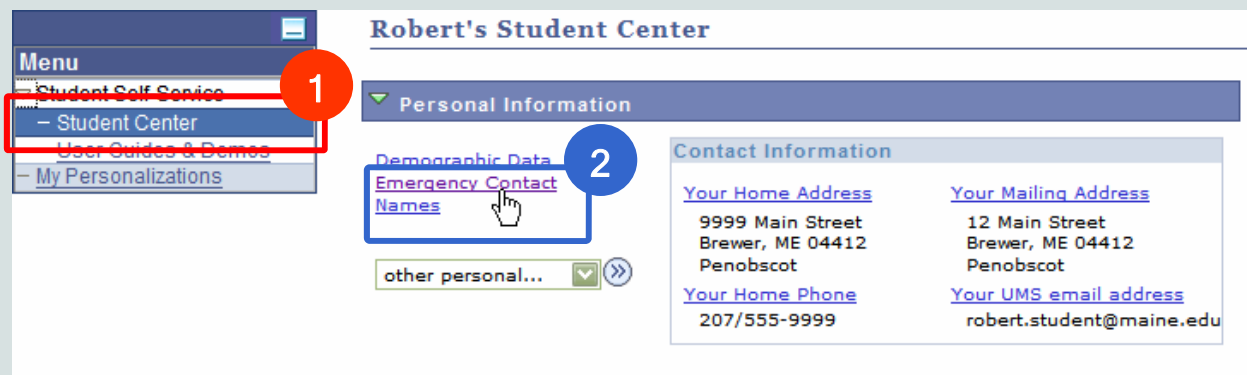
Adding and Updating Emergency Contact Information

Keeping your Emergency Contact information up-to-date is important. Through the Student Center, you can add new emergency contacts or update existing emergency contact data. This Quick Guide walks you through both of these processes.

Note: Are you a student employee? If you are a student employee, you will need to update your information in two places. You must update information on your **Student Center** page as well as on your **Employee Self-Service** page. For more information, please sign on to MaineStreet and navigate to *Employee Self Service > Reference for HR Self-Service*.

Accessing the Emergency Contacts page:

- 1) In the *Menu*, Navigate to *Self-Service > Student Center*
- 2) Click the *Emergency Contacts* link



The screenshot shows the 'Robert's Student Center' interface. On the left, a 'Menu' sidebar is visible with a red box around the 'Student Center' link, which is also highlighted with a red circle containing the number '1'. A red line points from this menu item to the 'Emergency Contact Names' link in the 'Demographic Data' section of the main content area, which is highlighted with a blue circle containing the number '2'. The main content area is titled 'Personal Information' and includes sections for 'Demographic Data' and 'Contact Information'. The 'Contact Information' section contains fields for 'Your Home Address', 'Your Mailing Address', 'Your Home Phone', and 'Your UMS email address'.

Contact Information	
<u>Your Home Address</u>	<u>Your Mailing Address</u>
9999 Main Street Brewer, ME 04412 Penobscot	12 Main Street Brewer, ME 04412 Penobscot
<u>Your Home Phone</u>	<u>Your UMS email address</u>
207/555-9999	robert.student@maine.edu

- 1) Enter the contact's address information. Click to save the address. *See the note on Page 7 regarding Zip/Postal Codes.*
- 2) Enter a phone number for the contact in the *Phone* field.
- 3) To add additional phone numbers, click

Edit Address

1 **Country:** United States [Change Country](#)

Address 1:

Address 2:

Address 3:

Postal: **City:** **State:**

County:

Same Phone as Individual

Contact Address

Country United States

Address

73 Any Street
Bangor, ME 04401
Penobscot

[Edit Address](#)

2

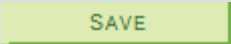
Contact Phone

Phone

3

Other Telephone Numbers

*Phone Type	Phone Number	

- 1) Review the information you've just entered.
- 2) Click  to submit your changes.

1

Emergency Contacts

Emergency Contact Detail

*Contact Name

*Relationship ▼

Same Address as Individual

Same Phone as Individual

Contact Address

Country United States

Address

73 Any Street
Bangor, ME 04401
Penobscot

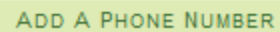
[Edit Address](#)

Contact Phone

Phone

Other Telephone Numbers

*Phone Type	Phone Number	



2



[Return to Emergency Contacts](#)

- 1) Click **OK** to confirm the save.
- 2) You may change the primary contact by clicking

CHANGE THE PRIMARY CONTACT

Save Confirmation

✓ The Save was successful.



Emergency Contacts

Below is a list of your emergency contacts. To edit the information for a contact, click the Edit button. To add a contact, click the Add an Emergency Contact button.

Contact Name	Relationship		
Dad Student	Father	edit	delete
Mom student	Mother	edit	delete

ADD AN EMERGENCY CONTACT

Primary Contact Mom student

2

CHANGE THE PRIMARY CONTACT

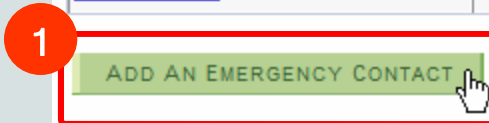
- 1) Click the [ADD AN EMERGENCY CONTACT](#) button.
- 2) Enter a *Name* for the contact in the *Contact Name* field.
- 3) Select a *Relationship* from the pull-down menu.
- 4) If the contact shares an address or phone number with you, check the appropriate option [here](#).
- 5) To enter a new address for the contact, click the *Edit Address* link.

You have finished adding an Emergency Contact

Emergency Contacts

Below is a list of your emergency contacts. To edit the information for a contact, click the Edit button. To add a contact, click the Add an Emergency Contact button.

Contact Name	Relationship		
Mom student	Mother	edit	delete



You may delete an emergency contact by clicking the [delete](#) button.

Emergency Contacts

Emergency Contact Detail

2

3

4 Same Address as Individual
 Same Phone as Individual

Contact Address

Country United States

Address

5 [Edit Address](#)

- 1) Click the **edit** button to update an existing contact.
- 2) The *Emergency Contact Detail* page for the contact will load. Update contact information as necessary. *See the note on Page 7 regarding Zip/Postal Codes.*
- 3) Click **SAVE** to submit your changes.

You've finished updating an Emergency Contact

Emergency Contacts

Below is a list of your emergency contacts. To edit the information for a contact, click the Edit button. To add a contact, click the Add an Emergency Contact button.

Contact Name	Relationship		
Mom student	Mother	1 edit	delete

Emergency Contact Detail

*Contact Name

*Relationship

- Same Address as Individual
- Same Phone as Individual

Contact Address

Country

Address
29 Locksley Lane
Brewer, ME 04412
Penobscot

[Edit Address](#)

Contact Phone

Phone

Other Telephone Numbers

*Phone Type	Phone Number	
<input style="border: 1px solid green;" type="text" value="Cellular"/>	<input type="text" value="207/478-5555"/>	delete

ADD A PHONE NUMBER

SAVE

[Return to Emergency Contacts](#)



Adding an Address

QG / Quick Guide

- 1) Select the address types which you would like to apply the new address to. *See Page 8 for more information.*
- 2) You may specify the address take effect on a future date.
- 3) Click the **SAVE** button
- 4) Click **OK** to confirm the save.

You have finished adding a new address.

Add a new address

35 Apple Way
Apt 645
Long Beach, NY 11561
Nassau

[Edit Address](#)

Date new address will take effect: 11/29/2006 (example: 12/31/2000)

SAVE

[Return to Current Addresses](#)

Address Types		
<input type="checkbox"/>	Home	*
<input type="checkbox"/>	Mail	*
<input type="checkbox"/>	Business	*
<input type="checkbox"/>	ResHall	*
<input type="checkbox"/>	Campus	*
<input type="checkbox"/>	Billing	*

Add a new address

Save Confirmation

✓ The Save was successful.

OK