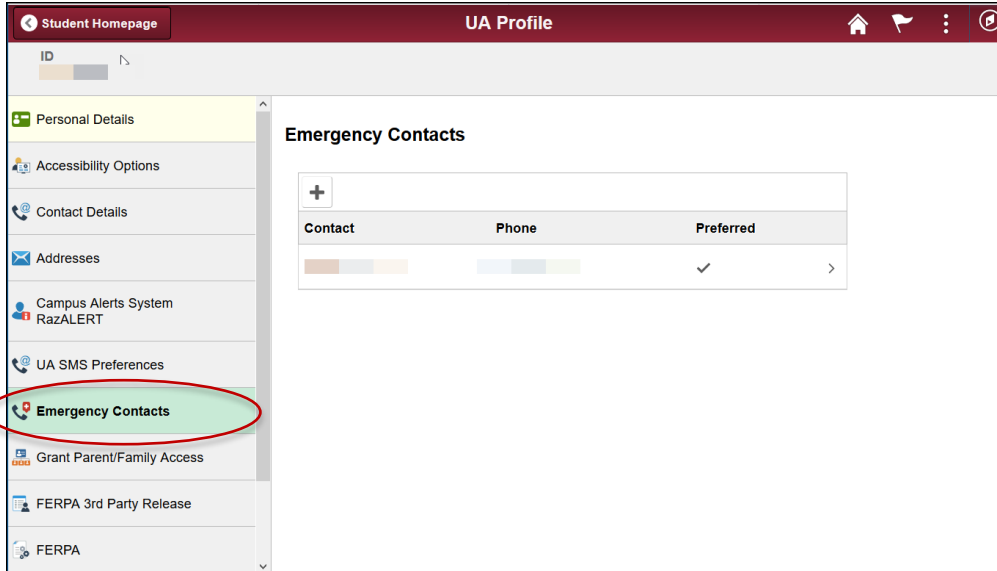


Adding or Editing Emergency Contacts

Adding Emergency Contacts

1. Log in to your UAConnect **Student Homepage**.
2. Click the **Profile** tile.
3. Click the **Emergency Contacts** from the left-hand navigation.



4. Click the **+** to add a new contact.

The 'Add Contact' form is displayed with the following fields and options:

- *Name**: Text input field.
- *Relationship**: Dropdown menu with 'Other' selected.
- Preferred
- Primary Phone Number** section:
 - Country Code: Text input field.
 - *Phone Number**: Text input field.
 - Extension: Text input field.
- Other Phone Numbers** section:
 - No other phone numbers defined.
 - Add Phone** button.

Buttons for 'Cancel' and 'Save' are located at the top of the form.

5. Enter contact information and click **Save**. *Fields with an asterisk are required.*

Editing or Deleting an Emergency Contact

1. Click on the **Emergency Contact** name.
2. Edit information as needed and click on **Save**.

Edit Contact

*Name

*Relationship

Preferred

Primary Phone Number

Country Code

*Phone Number

Extension

Other Phone Numbers

No other phone numbers defined.

3. Click **Delete** to remove the contact. *A pop-up message will appear to confirm the Delete.*