Campus Community – Updating Emergency Contacts on your Student Center

Use the following procedure to update Emergency Contacts on your Student Center.

**STEP**

1) Navigate to the Student Center
2) Under the Personal Information section, click Emergency Contact link

3) If you want to… Then…
   - **ADD**… click the ADD AN EMERGENCY CONTACT button.
   - **EDIT** … click the EDIT button.
   - **DELETE**………….click the DELETE button

**Personal Information**

<table>
<thead>
<tr>
<th>Emergency Contact Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>other personal...</td>
</tr>
</tbody>
</table>

**Contact Information**

<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>1910 University Drive Boise, ID 83725 USA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Currr Res Phone</td>
<td>208/426-1001  BroncoMail E-Mail <a href="mailto:BusterBronco@u.boisestate.edu">BusterBronco@u.boisestate.edu</a></td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Primary Contact</th>
<th>Contact Name</th>
<th>Relationship</th>
<th>Phone</th>
<th>Extension</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Betty Bronco</td>
<td>Other</td>
<td>208/426-1001</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To ADD an Emergency Contact click the ADD AN EMERGENCY CONTACT button
To EDIT an Emergency Contact click the EDIT button.
To DELETE an Emergency Contact click the DELETE button.
How to update your Emergency Contacts (continued)

<table>
<thead>
<tr>
<th>STEP</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4)</td>
<td>Add/Update your Emergency Contact information.</td>
</tr>
</tbody>
</table>

**Emergency Contact Detail**

- **Contact Name**: Bonnie Bronco
- **Relationship**: Spouse
- **Address**:
  - Country: United States
  - Address:
    - 1910 University Drive
    - Boise, ID 83729
    - USA

**Contact's Phone**

- **Phone Type**: Current Residence
- **Phone**: 208/426-1001
- **Extension**: Country

**Other Telephone Numbers**

<table>
<thead>
<tr>
<th>Phone Type</th>
<th>Phone Number</th>
<th>Extension</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile</td>
<td>208/333-1212</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**RESULT:**

- Click SAVE button when finished.

**Save Confirmation**

- The Save was successful.

**Return to Emergency Contacts Summary**
Campus Community – Updating Emergency Contacts on your Student Center

**STEP**  
**Description**

5) Choose the contact name you want to be Primary.

Choose the contact name you want to be Primary
Click SAVE button
You have updated multiple address types at the same time.