

iSiS - Emergency Contact Information

1. Click the **Self Service** link.



2. Click on **Campus Personal Information**, followed by the **Emergency Contacts** link.



3. Click the **Add An Emergency Contact** button to enter an emergency contact.



4. Enter the desired information into the **Contact Name** field and then select the **Relationship** From the drop down menu.



5. Click the **Edit Address** link to enter your emergency contacts address.

Contact's Address

Same Address as Individual

Country: United States

Address

[Edit Address](#)

Note: If you and your emergency contact have the same address, click the **Same Address as Individual** check box.

6. Enter the desired information in the open fields.

QuickAddress Address Selection

Address Line 1: 2395 San Pablo Ave

Address Line 2:

Address Line 3:

City: Pinole

State: CA

Postal Code: 94564-1704

County:

7. Click the **Search** button.

8. Review the information you have entered to make sure it is correct.

Edit Address

Country: United States [Change Country](#)

Address 1: 2395 San Pablo Ave

Address 2:

Address 3:

City: Pinole State: CA California Postal: 94564-1704

County: Cordoba Costa

[Override](#)

9. Click the **OK** button.

10. Enter the desired information into the **Phone** field.

Contact's Phone

Same Phone as Individual

Phone Extension

Other Telephone Numbers

*Phone Type	Phone Number	Extension	

[ADD A PHONE NUMBER](#)

[SAVE](#) [Return to Emergency Contacts Summary](#)

Note: If you and your emergency contact have the same phone number, click the **Same Phone as Individual** check box.

11. Click the **Save** button.

[SAVE](#)

12. Click **Add A Phone Number** button to enter an additional phone number for your emergency contact.

Contact's Phone

Same Phone as Individual

Phone Extension

Other Telephone Numbers

*Phone Type	Phone Number	Extension	

[ADD A PHONE NUMBER](#)

13. Select the Phone Type from the drop down menu and then enter the phone number in the open field.

Contact's Phone

Same Phone as Individual

Phone Extension

Other Telephone Numbers

*Phone Type	Phone Number	Extension	
Cellular	978/234-5678		delete

[ADD A PHONE NUMBER](#)

[SAVE](#) [Return to Emergency Contacts Summary](#)

14. Click the **Add A Phone Number** button.

[ADD A PHONE NUMBER](#)

- Review the information you have entered. Click **Save** to save these changes.

Emergency Contact Detail

*Contact Name

*Relationship

Contact's Address

Same Address as Individual

Country

Address
2395 San Pablo Ave
Pinole, CA 94564-1704
Contra Costa [Edit Address](#)

Contact's Phone

Same Phone as Individual

Phone Extension

Other Telephone Numbers

*Phone Type	Phone Number	Extension	
Cellular	978/234-5678		delete
			delete

[ADD A PHONE NUMBER](#)

[SAVE](#) [Return to Emergency Contacts Summary](#)

- Click the **OK** button.



- Your newly added contact appears on the **Emergency Contacts** page. This page allows you to change the primary contact, and edit or delete contacts.
- Congratulations! You have successfully updated your emergency contact information.
End of Procedure.