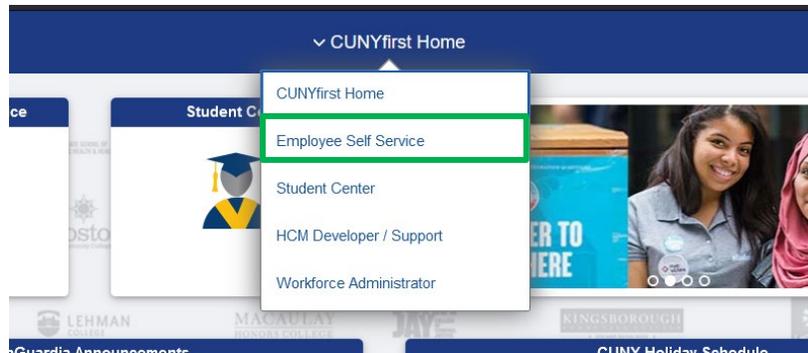


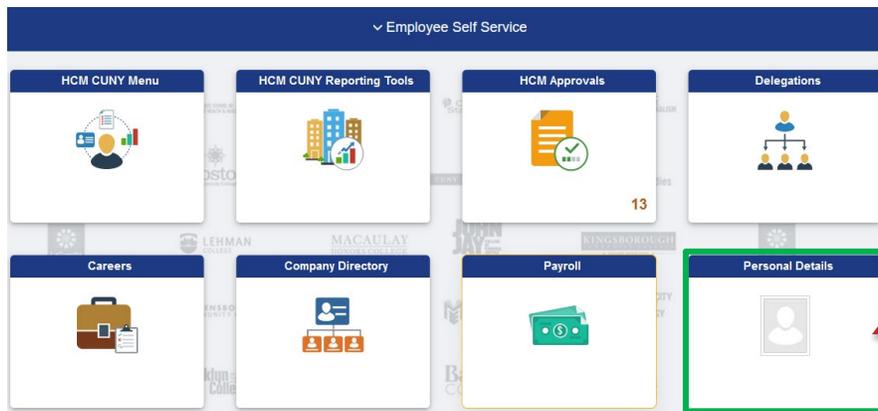


UPDATING EMERGENCY CONTACTS

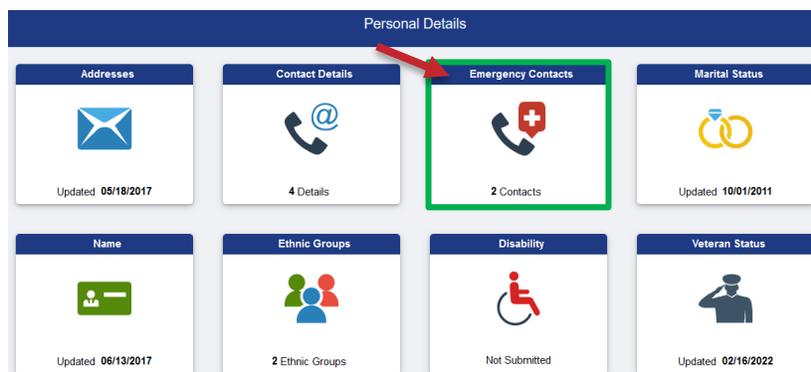
1. Log in with your CUNYFirst credentials and navigate to 'Employee Self Service'.



2. On Employee Self Service, click on 'Personal Details'.



3. On Personal Details, click on the 'Emergency Contacts' tile.



4. Click on the 'Contact Name' to edit the details. If adding a new emergency contact, click on the [+] symbol and enter the information.

The screenshot shows a user profile for Jane Doe, College Assistant H. The left sidebar contains navigation options: Update Photo, Addresses, Contact Details, Marital Status, Name, Ethnic Groups, Emergency Contacts (highlighted), and Additional Information. The main content area is titled 'Emergency Contact Details' and features a '+' icon to add a new contact. Below this is a table with the following data:

| Contact Name | Relationship | Preferred |
|--------------|--------------|-------------------------------------|
| Sarah Smith | Other | <input checked="" type="checkbox"/> |
| Carlos Doe | Parent | <input type="checkbox"/> |

5. Enter the 'Contact Name', 'Relationship' and whether the contact is preferred. Additionally, enter the Address and phone number of the contact. Click 'Save'.

The screenshot shows the 'Emergency Contact' form with the following fields and options:

- Emergency Contact** header with 'Cancel' and 'Save' buttons.
- *Contact Name:
- *Relationship:
- Preferred:
- Address** section: 'No data exists.' with an 'Add Address' button.
- Phone Numbers** section: 'No data exists. At least one phone number is required.' with an 'Add Phone Number' button.