

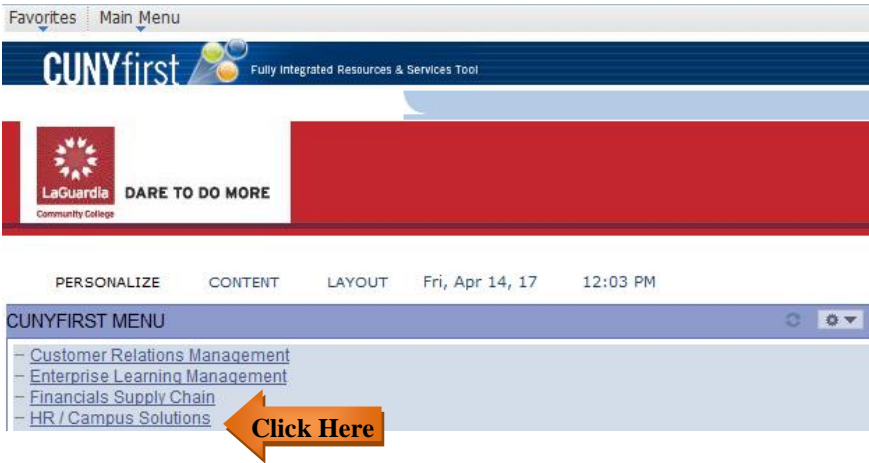


DARE TO DO MORE

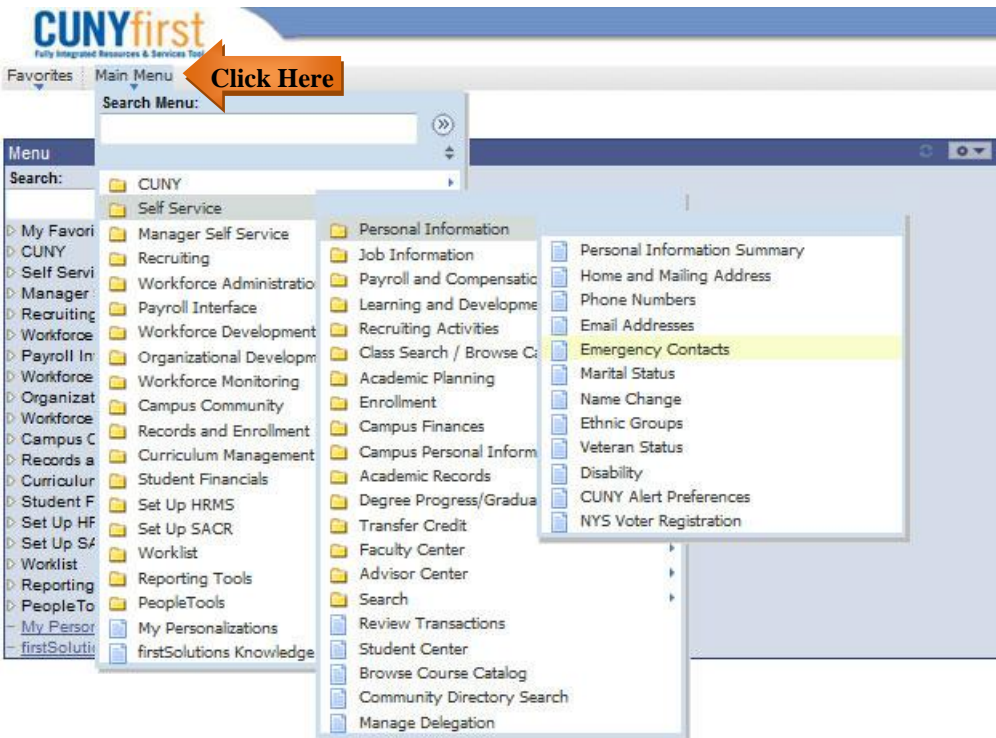


Updating Emergency Contacts

Step 1 – Click **HR / Campus Solutions**



Step 2 – Click on **Main Menu -> Self Service -> Personal Information -> Emergency Contacts**



Step 3 – Click on **Edit** (updating existing contact information) or click on **Add an Emergency Contact** (adding a new contact)

CUNYfirst
Fully Integrated Resources & Services Tool

Favorites | Main Menu > Self Service > Personal Information > Emergency Contacts

Emergency Contacts

Emergency Contacts

Contact Name	Relationship to Employee		
Thomas Thomas	Friend	Edit	
Thomas Thomas	Friend	Edit	Delete

Primary Contact: Thomas Thomas Change the primary contact

Add an Emergency Contact

[Return to Personal Information](#)

Step 4 – Modify the information in the form, then click **Save**

CUNYfirst
Fully Integrated Resources & Services Tool

Favorites | Main Menu > Self Service > Personal Information > Emergency Contacts

Emergency Contact Detail

Emergency Contacts

*Contact Name:

*Relationship to Employee:

Address and Telephone

Contact has the same address as the employee

Contact has the same telephone number as the employee

Address

Country: United States [Change Country](#)

Address: 2010 15th Street Apt 105 [Edit Address](#)
Jackson Heights, NY 11375-1008
Queens

Phone

Telephone:

Other Telephone Numbers

*Phone Type	Phone Number

Add a Phone Number

Save Click Here

[Return to Emergency Contacts](#)