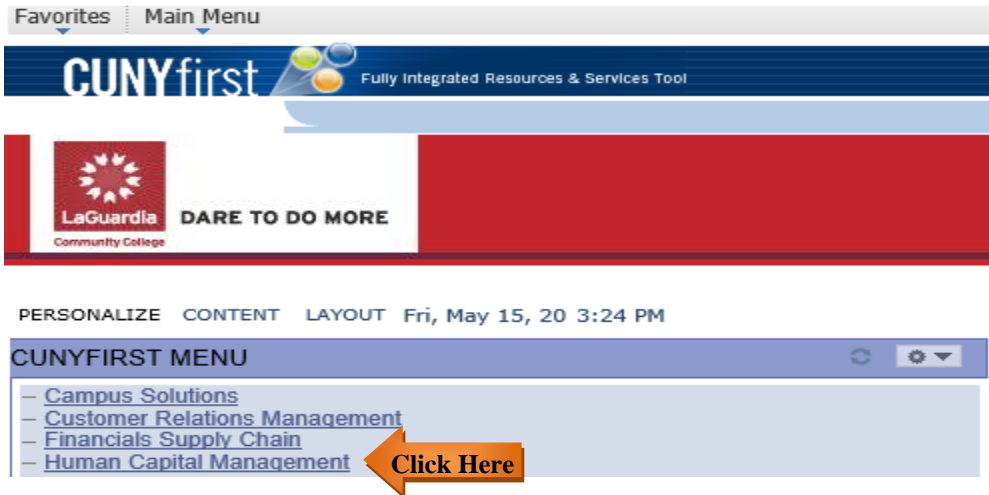


Updating Emergency Contacts

Step 1 – Click **Human Capital Management**



Favorites Main Menu

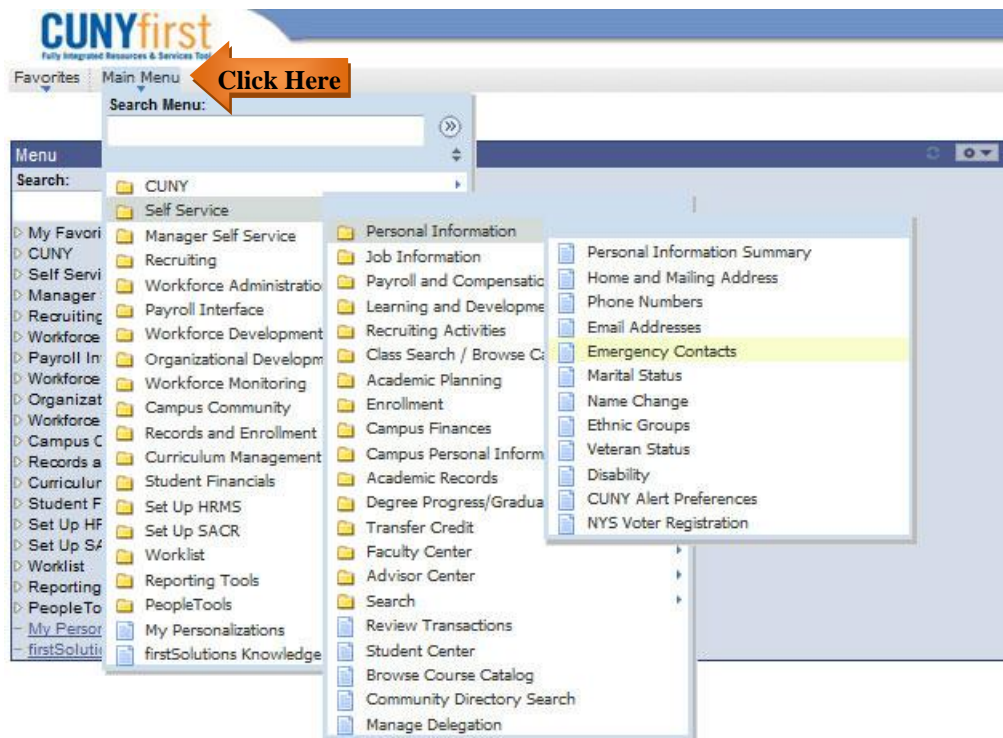
CUNYfirst Fully Integrated Resources & Services Tool

PERSONALIZE CONTENT LAYOUT Fri, May 15, 20 3:24 PM

CUNYFIRST MENU

- [Campus Solutions](#)
- [Customer Relations Management](#)
- [Financials Supply Chain](#)
- [Human Capital Management](#) **Click Here**

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



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Favorites Main Menu **Click Here**

Search Menu:

Menu

Search:

- My Favori
- CUNY
- Self Servi
- Manager
- Recruiting
- Workforce
- Payroll In
- Workforce
- Organizat
- Workforce
- Campus C
- Records a
- Curriculur
- Student F
- Set Up HF
- Set Up S4
- Worklist
- Reporting
- PeopleTo
- My Person
- firstSoluti

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- Self Service
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 - Workforce Administratio
 - Payroll Interface
 - Workforce Development
 - Organizational Developm
 - Workforce Monitoring
 - Campus Community
 - Records and Enrollment
 - Curriculum Management
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 - Academic Planning
 - Enrollment
 - Campus Finances
 - Campus Personal Inform
 - Academic Records
 - Degree Progress/Gradua
 - Transfer Credit
 - Faculty Center
 - Advisor Center
 - Search
 - Review Transactions
 - Student Center
 - Browse Course Catalog
 - Community Directory Search
 - Manage Delegation
- Personal Information Summary
- Home and Mailing Address
- Phone Numbers
- Email Addresses
- Emergency Contacts**
- Marital Status
- Name Change
- Ethnic Groups
- Veteran Status
- Disability
- CUNY Alert Preferences
- NYS Voter Registration

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

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

Emergency Contacts

Emergency Contacts

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

Primary Contact: Emergency Contact Change the primary contact

Add an Emergency Contact

[Return to Personal Information](#)

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

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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: 1234 1st Street, Apt 101
Jackson Heights, NY 11375-1001
City: [Edit Address](#)

Phone

Telephone:

Other Telephone Numbers

*Phone Type	Phone Number

Add a Phone Number

Save Click Here

[Return to Emergency Contacts](#)