

CampS: Editing Your Emergency Contacts (Students)

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With MyBlugold CampS, you can now edit most of your personal information by yourself. This document will help you edit your emergency contact information.

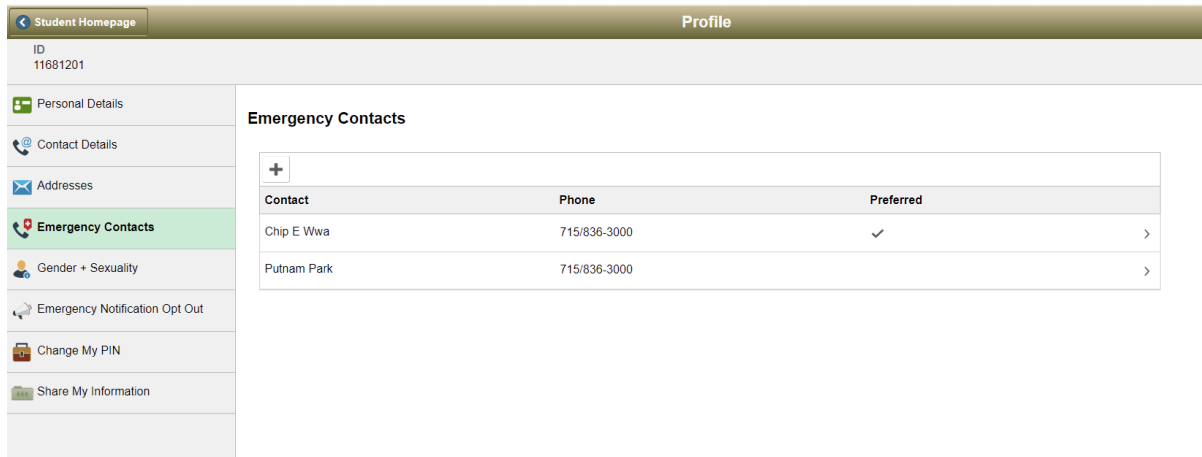
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Adding/Editing Emergency Contacts

1. [Access Campus Personal Information.](#)
2. Select **Emergency Contacts**.

The *Emergency Contacts* web page appears with a list of current information.



The screenshot shows the 'Profile' page of a student. The left sidebar contains a list of menu items: Personal Details, Contact Details, Addresses, Emergency Contacts (highlighted), Gender + Sexuality, Emergency Notification Opt Out, Change My PIN, and Share My Information. The main content area is titled 'Emergency Contacts' and features a table with two columns: 'Contact' and 'Phone'. There is also a 'Preferred' column with a checkmark for the first contact. A plus sign icon is visible at the top left of the table, indicating the option to add a new contact.

Contact	Phone	Preferred
Chip E Wwa	715/836-3000	✓
Putnam Park	715/836-3000	

3. Click the plus sign to add a new contact.

Emergency Contacts



4. The *Emergency Contact Detail* web page appears.
5. In the *Contact Name* text box, type the name of your emergency contact.
6. From the *Relationship* pull-down menu, select the relationship you have with your contact.
EXAMPLE: The new contact is your mother. Select Parent.
7. Add the Primary Phone Number
8. Click **Save**

Editing an Existing Emergency Contact

1. Select the row of the contact you would like to change. The *Emergency Contact Detail* web page appears.

Cancel **Edit Contact** **Save**

*Name

*Relationship ▼

Preferred

Primary Phone Number

Country Code

*Phone Number

Extension

Other Phone Numbers

No other phone numbers defined.

Add Phone

Delete

2. Using the text boxes and pull-down menus, edit the desired information.

3. Click **Save**.

Deleting an Emergency Contact

1. Follow the editing contact instructions above. When the edit window opens select Delete from the bottom of the window.
 2. Verify you want to do this by selecting Yes when prompted.
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