CampS: Editing Your Emergency Contacts (Students)

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 a New Emergency Contact

1. Access Campus Personal Information.
2. Select *Emergency Contacts*.
   
   The *Emergency Contacts* web page appears with a list of current information.

3. Click *Add An Emergency Contact*.
   
   The *Emergency Contact Detail* web page appears.
4. In the *Contact Name* text box, type the name of your emergency contact.

5. From the *Relationship* pull-down menu, select the relationship you have with your contact.

   EXAMPLE: The new contact is your mother. Select Parent.

6. If your contact has the same address as you:
   
   ○ Select *Same Address as Individual*.

   NOTE: The option is selected when a checkmark appears.

   ○ From the *Address Type* pull-down menu, select the desired option.

7. If your contact does not have the same address as you:
   
   ○ Click *Edit Address*.

   ○ In the text boxes, type your contact's address.
8. If your contact has the same phone number as you:
   - Select **Same Phone as Individual**.
     
     **NOTE:** The option is selected when a checkmark appears.
   - From the **Phone Type** pull-down menu, select the desired option.

9. If your contact does not have the same phone number as you, in the text boxes, type your contact's phone number.

10. (Optional) To add additional phone numbers for this contact:
    - Click **Add a Phone**.
      - Using the **Other Telephone Numbers** text boxes, type the additional phone numbers.

11. Click **Save**.

12. Click **Ok**.

   You will be returned to the **Emergency Contacts** web page.

   The new **Emergency Contact** has been saved.

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**Editing an Existing Emergency Contact**

1. Access Campus Personal Information .

2. Select **Emergency Contacts**.

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

3. In the row of the contact you would like to change, click **Edit**.

   The **Emergency Contact Detail** web page appears.
4. Using the text boxes and pull-down menus, edit the desired information.

5. Click **Save**.

6. Click **Ok**.

   You will be returned to the *Emergency Contacts* web page.

   The edits to *Emergency Contacts* have been saved.

## Deleting an Emergency Contact

1. Access Campus Personal Information.

2. Select *Emergency Contacts*.

   The *Emergency Contacts* web page appears with a list of current information.
3. In the row of contact you would like to delete, click **Delete**.

   The *Delete Confirmation* web page appears.

   *NOTE:* You cannot delete the primary emergency contact. If you have other contacts listed, you can select one of them to be your new primary contact. *Ultimately, only when a new primary contact is in place can you delete the old one.*

4. Click **Yes - Delete**.

   You will be returned to the *Emergency Contacts* web page.

   The selected *Emergency Contact* has been deleted.