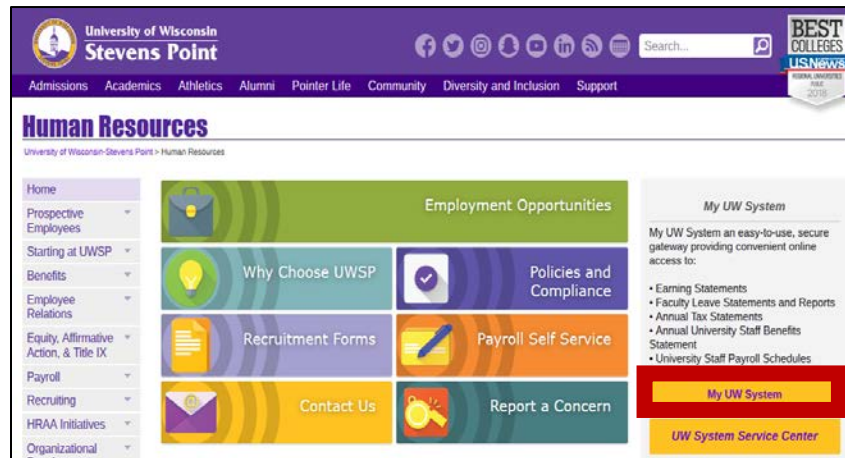


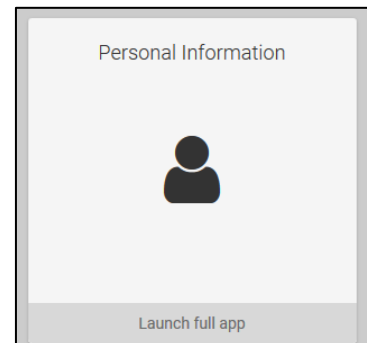
Complete Your Emergency Contact Information Job Aid

Unfortunately, emergencies happen. To be prepared for an emergency, UW-Stevens Point requests all faculty and staff to provide emergency contact information. This information is a list of individuals which could be contacted on your behalf in the event of an emergency when you cannot be reached or are not able to speak for yourself. The information you provide is shared only on a need-to-know basis and used only in an emergency.

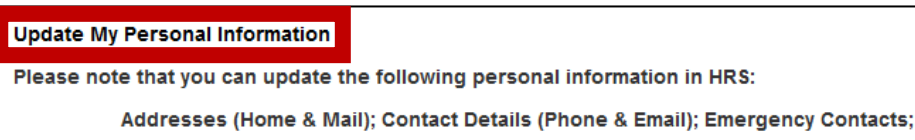
At the UWSP Human Resources home page (<https://www.uwsp.edu/hr>), click **My UW System**.



Click **Personal Information**.

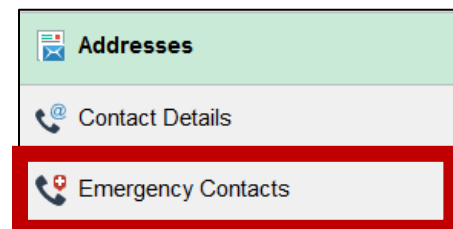


Click **Update My Personal Information**.



Note: This link looks like normal text, however it is indeed a link. It is located under your current personal information.

Click **Emergency Contacts**.



Complete Your Emergency Contact Information Job Aid



Click **Add Emergency Contact**.

| | |
|---------------------------|--|
| Addresses | Emergency Contacts No data exists. Add Emergency Contact |
| Contact Details | |
| Emergency Contacts | |

Fill in the window with the contact information, including address and phone number(s). When finished, click **Save**.

Please provide at least two emergency contacts and remember to keep your emergency contact's information up to date.

| | | |
|--|--------------------------|-------------|
| Cancel | Emergency Contact | Save |
| *Contact Name <input type="text"/> | | |
| *Relationship <input type="text" value="Emergency Contact"/> | | |
| Preferred <input checked="" type="checkbox"/> | | |
| Address | | |
| No data exists. | | |
| Add Address | | |
| Phone Numbers | | |
| No data exists. At least one phone number is required. | | |
| Add Phone Number | | |