



Updating your Emergency Contact Information...

Why it's important...

The University relies on the Emergency Contact Information stored in the Banner computer system in order to contact your parents or guardians in the event of an emergency.

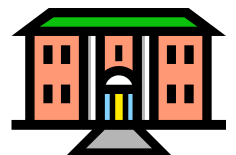
It is important to make sure that your Emergency Contact Information is listed correctly in Banner. If your Emergency Contact Information is not listed correctly, it is easy to update.

Updating your Information...

To update your Emergency Contact Information, complete the following steps...

1. Login to your Eaglelink account.
2. On the far left of your home page click on the banner self-service folder.
3. Choose "Personal Information" then click on "Update Emergency Contacts".
4. To view or edit a contact, click on its name. To create a new contact, click "New Contact".
5. If your contacts are listed correctly, you don't have to make changes. If they are incorrect, you may make changes to the records.
6. When you are finished making changes, click "Submit Changes" and then log out of Banner.

For assistance with updating your emergency contact information, please contact the Technology Assistance Center or Help Desk at x2255



Office of Residence Life