Introduction
Individuals managing Person of Interest (POI) data may, at times, need to enter or maintain emergency contact information. Individuals in University Personnel may also need to enter this information for new employees. This information is used by the University in case of an emergency with the employee or POI.

Enter Emergency Contact Information
If a person already has emergency contact information in the system, review the information you received and make updates if appropriate. If the information is the same then there is nothing to do.

Complete a Search
1. Navigate: Main Menu > Workforce Administration > Personal Information > Personal Relationships > Emergency Contact
2. Enter the search criteria (A) and click Search
3. Click the hyperlinked name of the person whose date you wish to review or enter (B)
**Enter the Information**

1. Enter the Contact Name (A)
2. Select the Relationship to the Employee (B)
3. Indicate that the person is the Primary Contact (C)
4. If the contact has the same address and/or phone as the employee, check the box(es) (D)
5. If the contact has a different address, click Edit Address (E) and enter the information
6. If the contact has a different phone number, enter the Phone (F)
7. Additional phone numbers for the contact can be added on the Other Phone Numbers tab (G)
8. Click Save (H)