

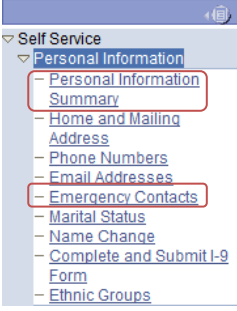


Step	Action
1.	Enter <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser's address bar to login into CUNYfirst.
2.	Enter your CUNYfirst Username and Password and click the  Submit button to login.
3.	Click on Self Service link under Enterprise Menu 
4.	You can view/update your emergency contacts by using either of the following two methods: Method 1: Navigate to: Self Service > Personal Information> Personal Information Summary Then click on <a href="#">Change emergency contacts</a> Or Method 2: Navigate to: Self Service > Personal Information> Emergency Contacts 

The emergency contacts page is displayed. Please review and verify your information.

**Emergency Contacts**

John

Emergency Contacts			
Contact Name	Relationship to Employee		
<a href="#">Jim</a>	Sibling	<a href="#">Edit</a>	<a href="#">Delete</a>

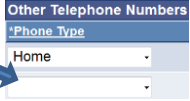
Primary Contact: Jim [Change the primary contact](#)

[Add an Emergency Contact](#)

[Return to Personal Information](#)

To update your emergency contact information follow the steps below:

**Modify an existing emergency contact**

- Click the [Edit](#) button on the emergency contact person you want to modify.
- Make any necessary changes to your emergency contact person.
  - To change the contact person address click on the [Edit Address](#) link and fill out all the appropriate fields and click [OK](#) when you have completed the address change
  - To change an existing telephone type over that number in the telephone fields
  - To add additional phone numbers click the [Add a Phone Number](#) button and select a \*[Phone Type](#) from the drop down menu  and enter the new phone number
- Click the [Save](#) button and then click [OK](#) on the Save Confirmation Page (Note the Save button is located at the bottom of the page and may require you to scroll down)

#### Deleting an existing emergency contact

1. Click the **Delete** button of the emergency contact person you wish to delete
2. On the delete confirmation page click **Yes - Delete**

#### Changing your primary contact

1. Click the **Change the primary contact**
2. From the drop down menu  select the contact name you wish to make a primary contact
3. Click the **Save** button and then click **OK** on the Save Confirmation Page

#### Adding a new emergency contact

1. Click the **Add an Emergency Contact** button to add a new emergency contact
2. Complete all required fields (Contact Name, Relationship to Employee, Phone, etc..)
  - If the contact person has the same address and/or phone number as you, select the appropriate check box under Address and Telephone
    - Address and Telephone**
    - Contact has the same address as the employee
    - Contact has the same telephone number as the employee
  - If the contact person has a different address from your own, click on the [Edit Address](#) link and fill out all the appropriate fields and click **OK** to complete process.
  - To add a phone number different from your own scroll down and click **Add a Phone Number** then from the drop down menu **Other Telephone Numbers** select a **Phone Type** and enter the contact's phone number.
3. Click the **Save** button and then click **OK** on the Save Confirmation Page (Note the Save button is located at the bottom of the page and may require you to scroll down.)