

Updating Emergency Contact Information

Students can update their emergency contact information in the PeopleSoft Student Center or My Pitt.

PeopleSoft Student Center

Click the **Emergency Contact** link from your Student Center to view this page.

Personal Information

- Demographic Data
- Emergency Contact**
- Names

other personal... >>

The first time you access your emergency contacts option, only the **Add** option will be available. Since you must have a primary contact, the first name you enter will be marked *primary* by default.

Emergency Contacts

Below is a list of your emergency contacts. To edit the information for a contact, select the Edit button. To add a contact, select the Add an Emergency Contact button.

Primary Contact	Contact Name	Relationship	Phone	Extension	Country		
<input checked="" type="checkbox"/>	Parent of Student	Parent	412/555-1212			edit	delete

[ADD AN EMERGENCY CONTACT](#)

[SAVE](#)

1. To manage the list of emergency contacts:

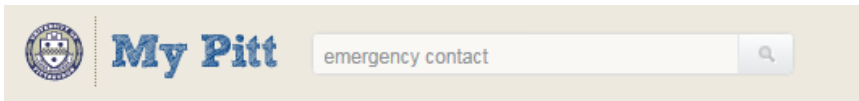
- Click **Add an Emergency Contact**, add a new entry to the list, and then click **Save**.
- Click **edit**, make changes, and then click **Save**.
- Click **delete** to remove an existing name. Then click **Save**.

2. Click any **Contact Name** to view details.

Note: One name must be designated as your primary emergency contact. You cannot delete the primary contact.

My Pitt

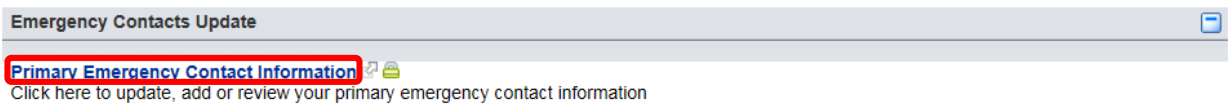
Navigate to the **Emergency Contact Information** page from the My Resources tab or search for it in the search box at the top of the page.



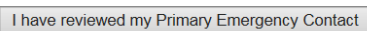
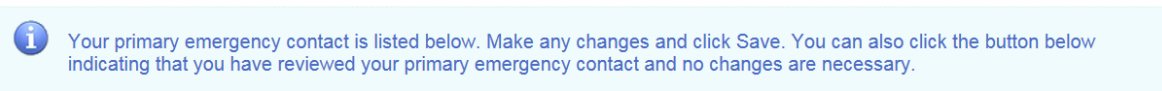
Click on the **Primary Emergency Contact Information** link to view your emergency contact information.

Emergency Contact Information

Update your emergency contact information today.



If the emergency contact information is correct, click the **I have reviewed my Primary Emergency Contact** button.



If the emergency contact information is incorrect, correct the information and click the **Save** button.

Primary Emergency Contact Information

Contact Name *

Relationship *

Address Information

Country

Address 1

Address 2

Address 3

City

Postal

State

Phone Numbers

Primary Phone *

Secondary Phone

Secondary Phone Type

* Required

