

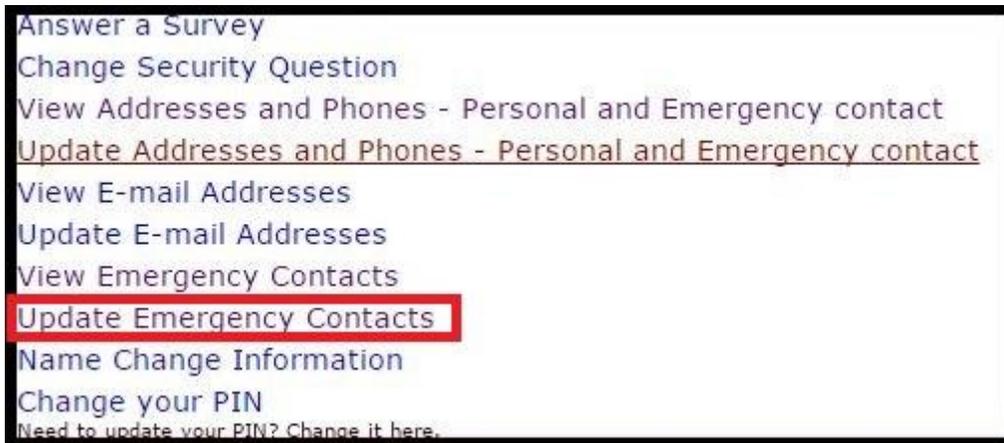
# Steps to Help You Update Your Emergency Contacts

Step 1: First log-in to your **myUFV** account.

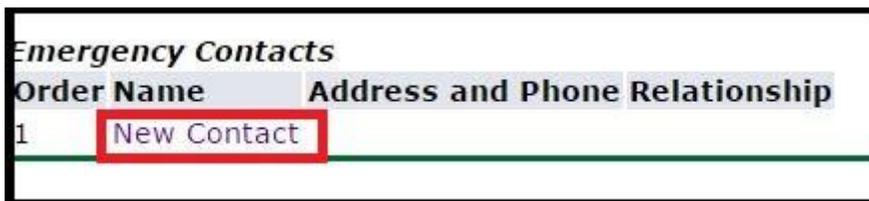
Step 2: At your left hand side under “**myUFV Record Services**” please select **Personal Information**.



Step 3: Then select “**Update Emergency Contacts**”.



Step 4: Please provide information for a **Canadian contact**. Please select “**New Contact**” to add new information make sure the order number is “1”.



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Step 5: Take 3-5 minutes to **fill all the required fields**, then click “**Submit Changes**”.

The screenshot shows a form for adding or updating an emergency contact. The form is enclosed in a black border. A red border highlights the main input area. At the top left, there is a checkbox labeled "Remove Contact:" which is unchecked. Below it are several fields: "Order:" with a text input containing "1"; "Relationship:" with a dropdown menu showing "Not Applicable"; "First Name:", "Middle Name:", and "Last Name:" each with a text input; "Address Line 1:", "Address Line 2:", and "Address Line 3:" each with a text input; "City:" with a text input; "State or Province:" with a dropdown menu showing "Not Applicable"; "Zip or Postal Code:" with a text input; "Country:" with a dropdown menu showing "Not Applicable". Below these is the "Telephone:" section, which includes three text inputs labeled "Area Code", "Phone Number", and "Extension". At the bottom left, there are two buttons: "Submit Changes" (highlighted with a red border) and "Reset".

Step 6: Repeat step 4 and 5 for a contact in your **home country**. Please make sure the order number is “2”.

Step 7: Use the **navigation pane** from the **above** page to return to “**Personal Information**”.



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Step 8: Finally, verify by selecting “**View Emergency Contacts**” under “**Personal Information**”.

