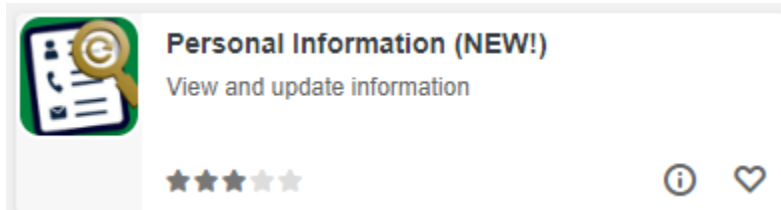


How to Add/Edit My Emergency Contact

1. Go to **inside.nd.edu**
2. Search for the [*Personal Information*](#) task



3. In Emergency Contact, click **Add New** in the top right of that section, or select the **Edit icon**  under an existing contact. A pop-up window will appear.

Add Emergency Contact

×

Order

3

First Name

Enter First Name

Middle Name

Enter Middle Name

Last Name

Enter Last Name

Relationship

Select Relationship

Phone Number

Area Code

Phone Number

Extension

Email

Enter Email Address

Address Line 1

Enter Address Line 1

Address Line 2

Enter Address Line 2

Address Line 3

Enter Address Line 3

Address Line 4

Enter Address Line 4

City

Enter City

State/Province

Select State

Zip/Postal Code

Enter Zip Code

Country

Select Country

Add

4. Enter the required information.
5. When done, click **Add** (for new contacts) or **Update** (for existing contacts).