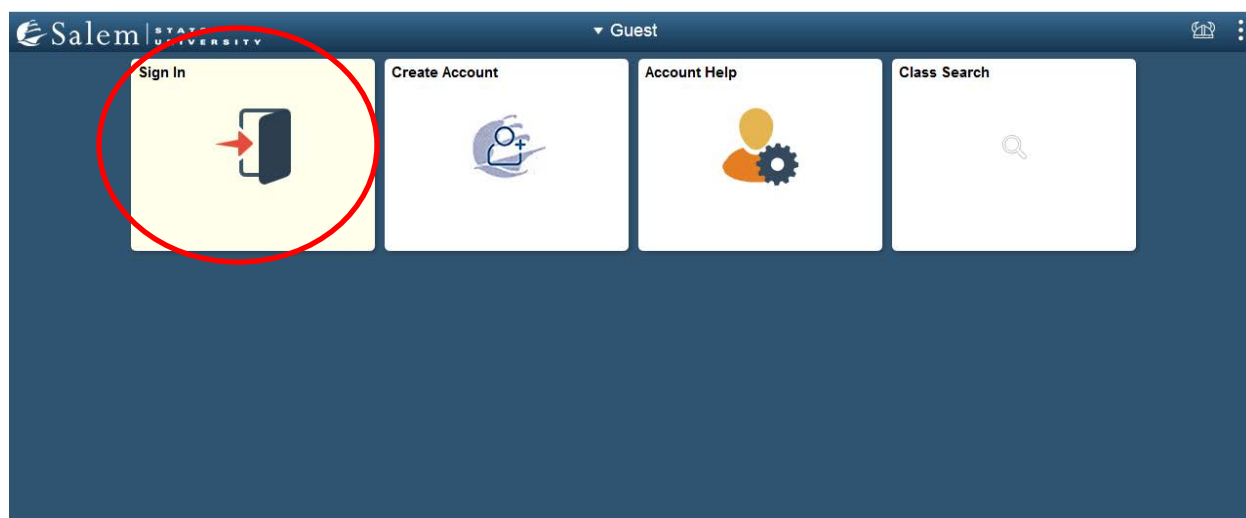


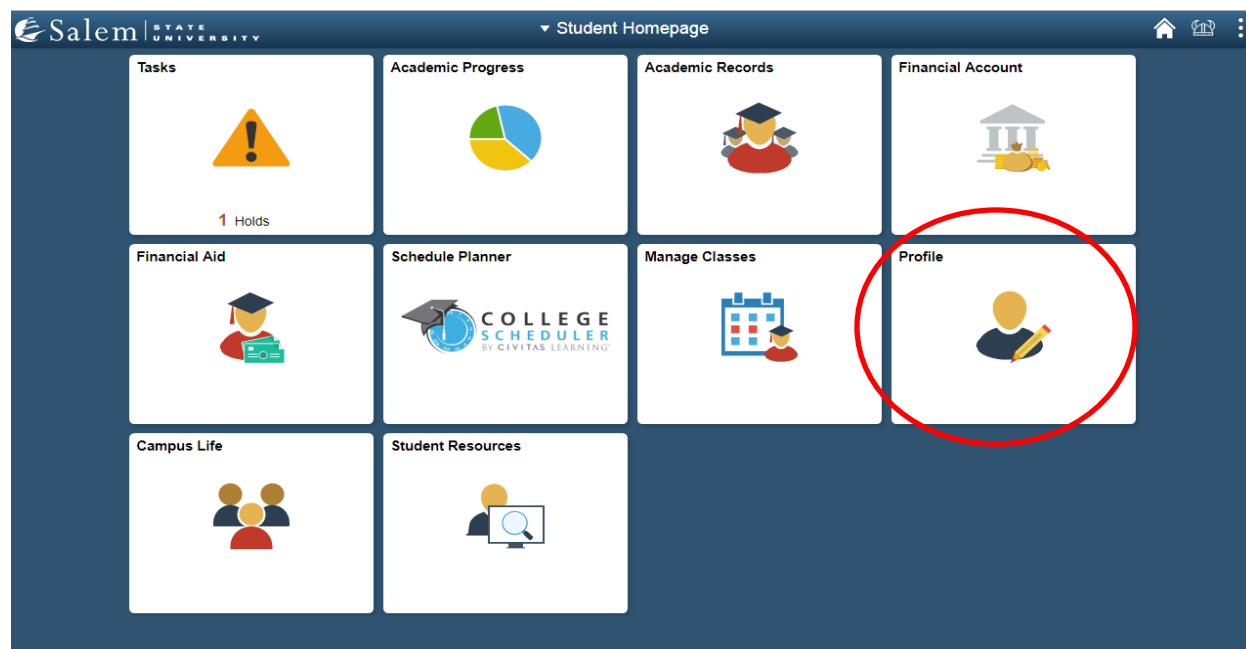
Student Navigation Center

How to: Update my Emergency Contacts

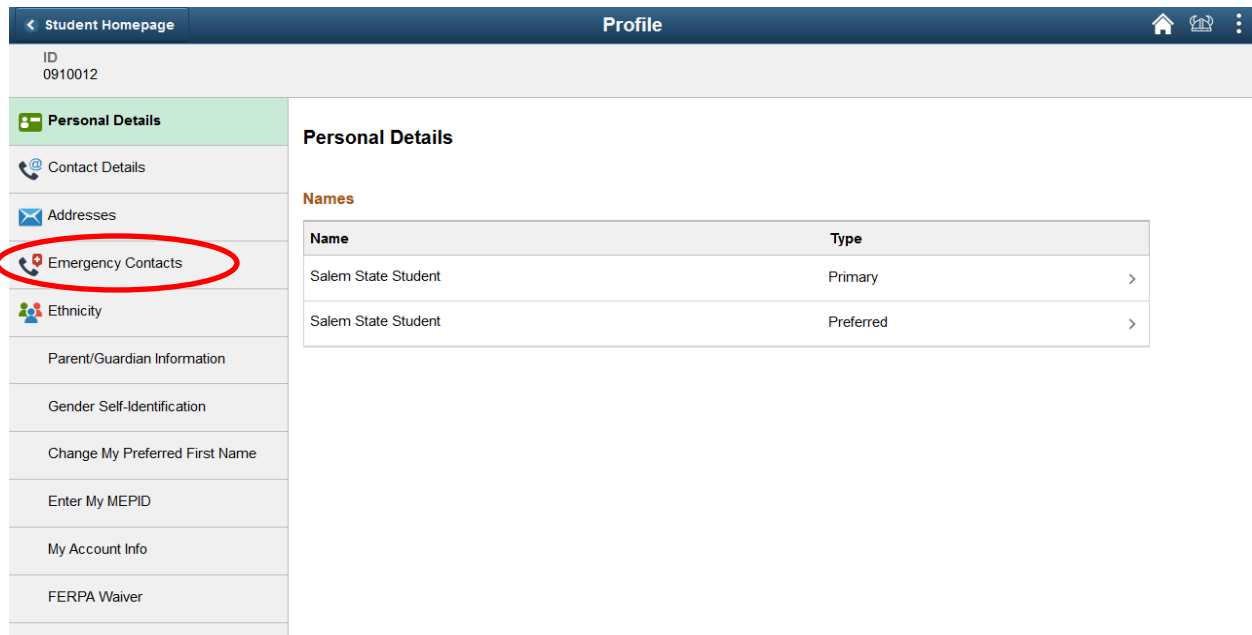
1. Log into Navigator.



2. Once at the Student Homepage, click on "Profile".



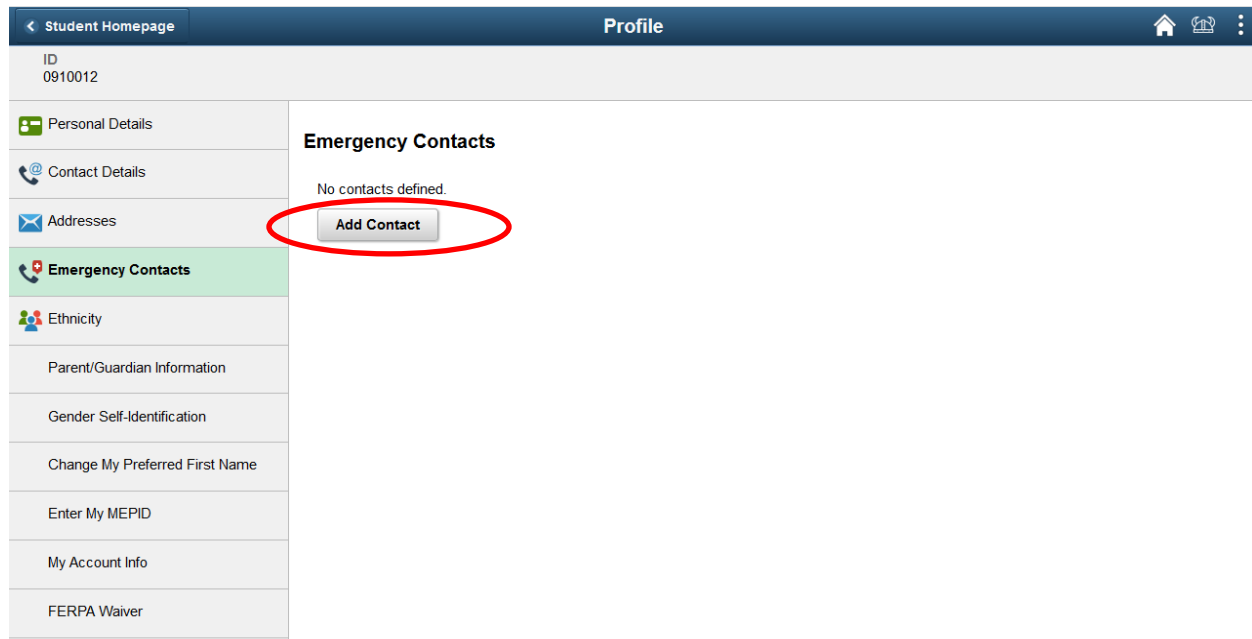
3. Next, click on “Emergency Contacts” on the menu-bar.



The screenshot shows the 'Student Profile' page. The left sidebar contains a menu with the following items: Personal Details, Contact Details, Addresses, Emergency Contacts (circled in red), Ethnicity, Parent/Guardian Information, Gender Self-Identification, Change My Preferred First Name, Enter My MEPID, My Account Info, and FERPA Waiver. The main content area is titled 'Personal Details' and displays a table of names.

Name	Type	
Salem State Student	Primary	>
Salem State Student	Preferred	>

4. Under “Emergency Contacts”, click on the “Add Contact” button.



The screenshot shows the 'Student Profile' page with the 'Emergency Contacts' menu item selected and highlighted in green. The main content area is titled 'Emergency Contacts' and displays the message 'No contacts defined.' Below this message is a button labeled 'Add Contact', which is circled in red.

5. In the pop-up window, please type in your emergency contact's name next to *Name. Please indicate their relationship to you by choosing an option included in the drop down menu next to *Relationship. Lastly, add the emergency contact's phone number in the box next to *Phone Number. Then, click "Save".

The screenshot shows a web application interface for a student profile. On the left is a sidebar menu with options: Personal Details, Contact Details, Addresses, Emergency Contacts (highlighted), Ethnicity, Parent/Guardian Information, Gender Self-Identification, Change My Preferred First Name, Enter My MEPID, My Account Info, and FERPA Waiver. The main area is titled 'Profile' and shows the student's ID as 0910012. A pop-up window titled 'Add Contact' is open in the center. It has a 'Cancel' button on the top left and a 'Save' button on the top right, which is circled in red. The form contains the following fields: '*Name' (text input), '*Relationship' (dropdown menu with 'Other' selected), a checked 'Preferred' checkbox, 'Primary Phone Number' section with 'Country Code' and '*Phone Number' (text inputs), and an 'Extension' (text input). Below this is the 'Other Phone Numbers' section, which states 'No other phone numbers defined.' and has an 'Add Phone' button. Red arrows point to the '*Name', '*Relationship', and '*Phone Number' fields.