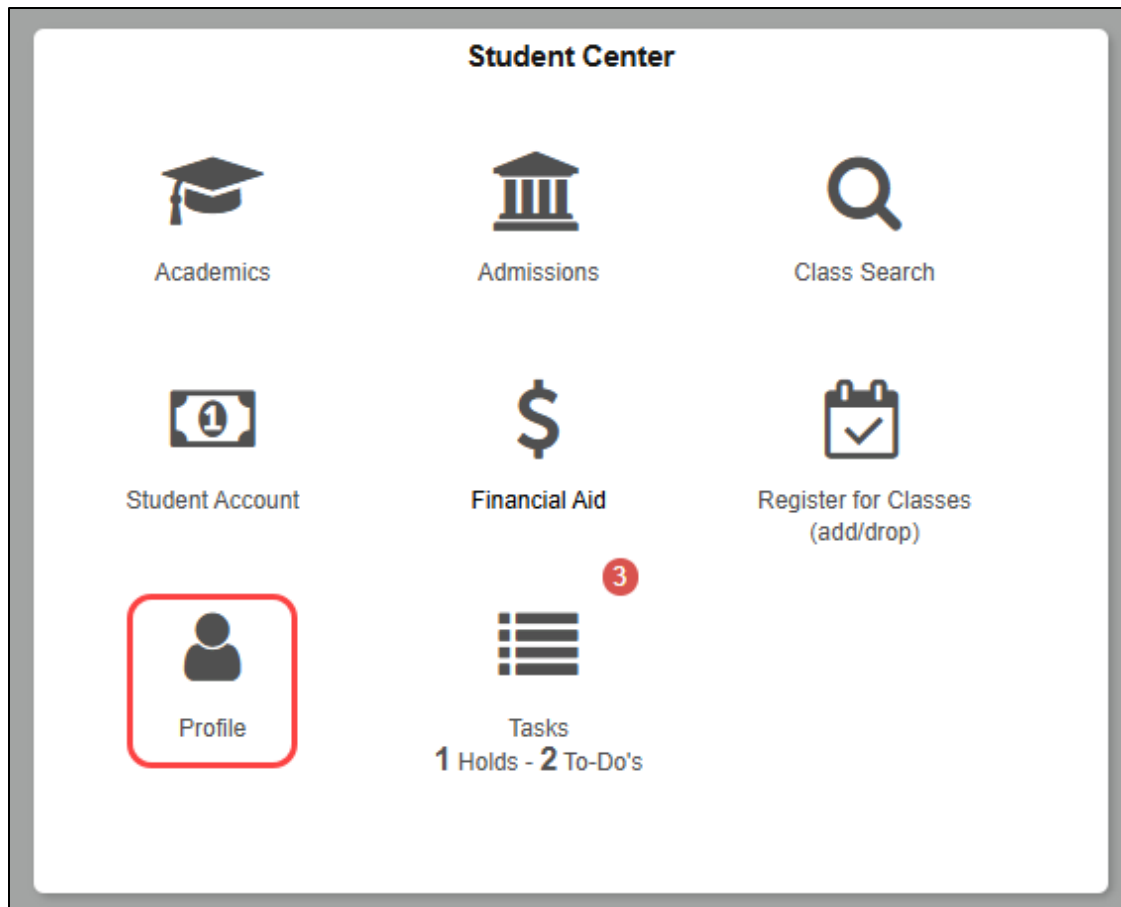


Emergency Contacts

Please consider who the university can contact in case of an emergency, whether it is a friend, roommate, neighbor, relative, partner, or other individual. Hopefully, the university will never need to utilize the provided emergency contact information. But, if it is needed, students will know that the most important people will be notified.

Note: Students will be asked to review and confirm their emergency contact information once per term via the Pre-Registration Task, however, the below steps can be followed to update contacts at any time.

1. Log into the [UCDAccess](#) student portal and click the **Profile** icon in the Student Center.



Emergency Contacts

2. In the left side navigation menu, select **Emergency Contacts**.



Add an Emergency Contact

1. Use the + to open the Add Contact window.

Emergency Contacts

Here is your list of current emergency contacts. You may add or edit your emergency contacts as needed.

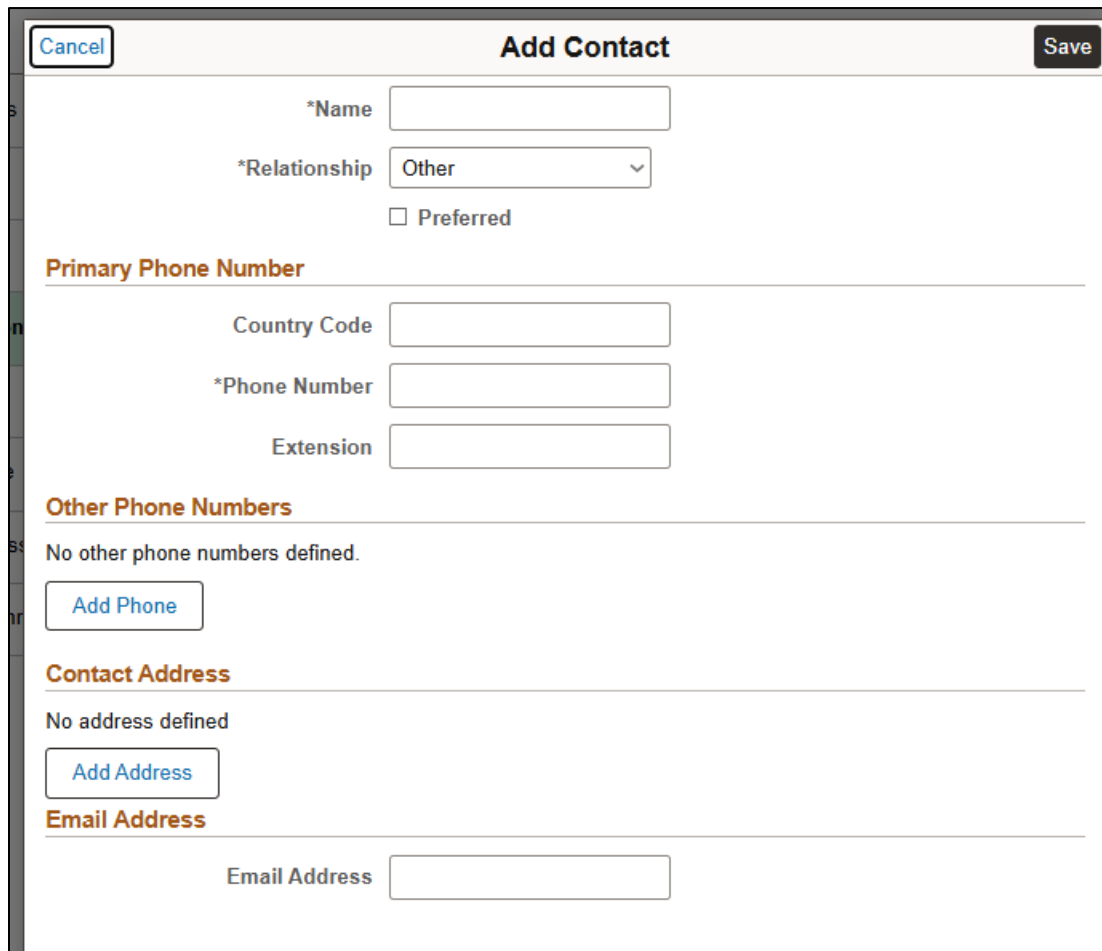
Please consider who we can contact in case of an emergency, whether it is a friend, roommate, neighbor, relative, partner, or other individual. Hopefully, the university will never need to use your emergency contact information. But, if it is needed, you will know that the most important people will be notified.

+

Contact	Phone	Preferred
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2. Enter the Emergency Contact's details. *Name*, *Relationship*, and *Phone* number are required fields.
Note: Only one Emergency Contact can be flagged as Preferred. Marking a new contact as Preferred will automatically un-mark any existing contacts.

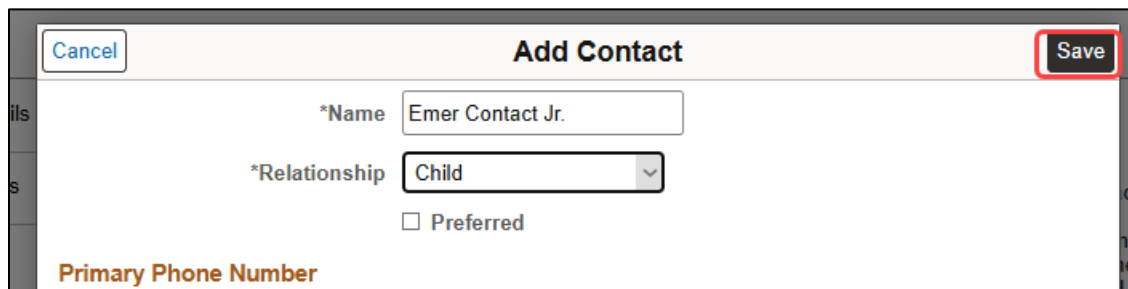
Emergency Contacts



The screenshot shows the 'Add Contact' form with the following fields and options:

- Cancel** button (top left) and **Save** button (top right).
- *Name**: Text input field.
- *Relationship**: Dropdown menu with 'Other' selected.
- ☐ **Preferred** checkbox.
- Primary Phone Number** section:
 - Country Code**: Text input field.
 - *Phone Number**: Text input field.
 - Extension**: Text input field.
- Other Phone Numbers** section:
 - Text: 'No other phone numbers defined.'
 - Add Phone** button.
- Contact Address** section:
 - Text: 'No address defined'
 - Add Address** button.
- Email Address** section:
 - Email Address**: Text input field.

3. After the contact information has been entered, select **Save**.



The screenshot shows the 'Add Contact' form with the following information entered:

- *Name**: 'Emer Contact Jr.'
- *Relationship**: 'Child' (selected in the dropdown)
- ☐ **Preferred** checkbox (unchecked)
- Primary Phone Number** section: (empty fields)

The **Save** button in the top right corner is highlighted with a red box.

Emergency Contacts

Edit an Emergency Contact

1. Select the emergency contact that requires editing.

Emergency Contacts

Here is your list of current emergency contacts. You may add or edit your emergency contacts as needed.

Please consider who we can contact in case of an emergency, whether it is a friend, roommate, neighbor, relative, partner, or other individual. Hopefully, the university will never need to use your emergency contact information. But, if it is needed, you will know that the most important people will be notified.

+

Contact	Phone	Preferred	
Emer Contact	555/555-5555	✓	>
Emer Contact Jr.	15555553268		>
Mom Mother	303/555-3003		>

2. Within the Edit Contact window, make the necessary edits, then select **Save**.

Cancel

Edit Contact

Save

*Name

Mom Mother

*Relationship

Parent

☐ Preferred

Primary Phone Number

Country Code

*Phone Number

303/555-9999

Extension

Other Phone Numbers

Emergency Contacts

Delete an Emergency Contact

1. Select the Emergency Contact to be deleted.

Emergency Contacts

Here is your list of current emergency contacts. You may add or edit your emergency contacts as needed.

Please consider who we can contact in case of an emergency, whether it is a friend, roommate, neighbor, relative, partner, or other individual. Hopefully, the university will never need to use your emergency contact information. But, if it is needed, you will know that the most important people will be notified.

+

Contact	Phone	Preferred	
Emer Contact	555/555-5555	✓	>
Emer Contact Jr.	15555553268		>
Emer ContactDelete	111/111-1111		>
Mom Mother	303/555-3003		>

2. Select the **Delete** button at the bottom of the Edit Contact window.

Cancel

Edit Contact

Save

*Name

Emer ContactDelete

*Relationship

Other

Preferred

Primary Phone Number

Country Code

*Phone Number

111/111-1111

Extension

Other Phone Numbers

No other phone numbers defined.

Add Phone

Contact Address

No address defined

Add Address

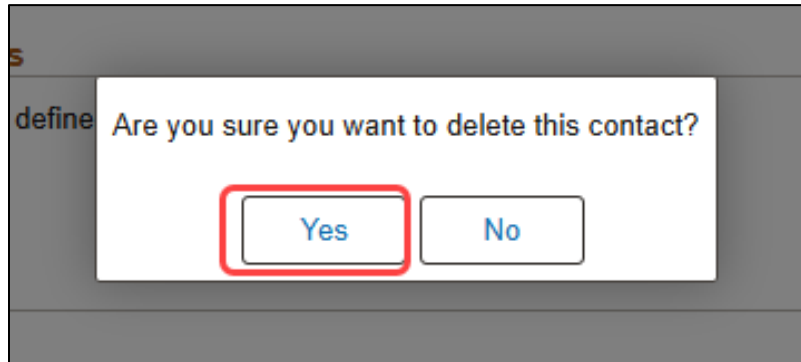
Email Address

Email Address

Delete

Emergency Contacts

3. Select **Yes** to confirm the deletion.



A screenshot of a web-based confirmation dialog box. The dialog box is white with a thin border and is centered on a grey background. It contains the text "Are you sure you want to delete this contact?" in a standard font. Below the text are two buttons: "Yes" and "No". The "Yes" button is highlighted with a red rectangular border, indicating it is the correct choice for confirming the deletion.

For questions or additional help with updating an Emergency Contacts, please contact the CU Anschutz Office of the Registrar at Registrar@CUAnschutz.edu or visit: <https://www.cuanschutz.edu/registrar>