



Quick Reference Card

Updating Emergency Contact Information

Why Is It Important to Update My Emergency Contact Information?

In the event of an emergency, a University official may need to contact someone on your behalf. It is suggested that you **provide at least two contacts, perhaps a** family member or significant other, and someone who is located within the Purdue or Greater Lafayette Communities (e.g., a close friend). Finally, it is recommended that you **review and update your contact information at least once each semester.**

Who Should I Choose for Emergency Contacts?

Suggestions for choosing emergency contacts:

- Choose someone who knows you well.
- Choose someone who typically knows your whereabouts.
- Choose someone who lives close to you, because family members living at a distance may not be aware of your day-to-day schedule or whereabouts.

How Do I Update My Emergency Contact Information?

1. Go to <https://mypurdue.purdue.edu>.
2. Log in with career account **User Name** and **Password**. Click on the **Login** button.



Secure Access Login

→ User Name:

→ Password:

[Help with logging into myPurdue](#)

Change your password

NOTE: Faculty and Staff should follow the password change method recommended by their Technical Support area.

[How do I change my password?](#)

"Failed Login" Message?

Career Account passwords must be changed every 120 days (30 days for Purdue staff with access to restricted information). If your password has expired and you see the "Failed Login" message when you attempt to login, please change your password. This will change your password for all Career Account enabled services.

Welcome to Purdue University's myPurdue!

This secure site provides students, faculty and staff with Intranet and Internet services.

- [Search the Course Catalog](#)
- [Search the Schedule of Classes](#)
- [Information for Instructors and Staff](#)
- [Help for Students:](#)
 - [Drop/Add Procedure Instructions](#)
 - [Reviewing Your Schedule Instructions](#)
 - [Registration Error Definitions](#)
 - [Additional Help:](#)
 - [Course Registration FAQ Answer Service](#)
 - [Payment Options FAQ Answer Service](#)
 - [Financial Aid FAQ Answer Service](#)

Parents, Guardians or Third Party Supporters

Are you interested in accessing student account statement and financial activity? Your student(s) can grant this access by visiting the **Manage My Account** site available from under the **Financial** tab to set this up. Once a student authorizes your access, you should receive an e-mail instructing you to set up your account on the [Purdue University Student Account Suite](#).





Updating Emergency Contact Information

3. Note the tabs at the top of the page. When you log into myPurdue, you will be on the Home tab. Next, click on the **Banner Self-Service** folder to open it.



My Account | Welcome Imogene Alice Student
You are currently logged in.

Home Academic Financial Student Life Help

Campus Announcements
Summer and Fall 2009 registration FAQ

Personal Announcements
There are no announcements

Useful Purdue Links

- Purdue Directory Search**
Find Purdue Students and Faculty. Opens in a new window.
- Purdue Web Search**
Find information posted on the Purdue Web. Opens in a new window.
- Purdue Web Mail**
Access your Purdue mail account to read and send messages. Opens in a new window.

Important Announcements

- ATTN: Students** - From July 13, 2009 through July 24, 2009, Financial Aid Self Service in the myPurdue system is expected to be limited as the Division of Financial Aid (DFA) adjusts 2009-10 financial aid eligibility for all students. For more information visit <http://www.purdue.edu/dfa/awardnotice>.

Enrollment Confirmation
Registration Status / Enrollment Confirmation

Banner Self-Service
Banner Self-Service

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4. Click on the **Personal Information** folder to open it.
5. Click on the **Update Emergency Contacts** link.

Banner Self-Service

Banner Self-Service

- Personal Information
View Addresses and Phones
Update Addresses and Phones
View E-mail Addresses
Update E-mail Addresses
Directory Profile
View Emergency Contacts
Update Emergency Contacts
Name Change Information
Social Security Number Change Information



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6. Click New Contact.

Personal Information Student Financial Aid

Search Go

Update Emergency Contacts

Update a contact by selecting that contact and making the necessary changes.

Emergency Contacts

Order Name Address and Phone Relationship

1 New Contact

Note: You may update a contact by selecting that contact and making the necessary changes.

7. Enter a new emergency contact. When finished, click **Submit Changes**.

Personal Information Student Financial Aid

Search Go

Update Emergency Contacts

Enter a new emergency contact. When finished, Submit Changes.

Remove Contact:

Order:

Relationship:

First Name:

Middle Initial:

Last Name:

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

Zip or Postal Code:

Country:

Area Code: Phone Number: Extension:

Submit Changes



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8. It is recommended that you enter at least two emergency contacts, one of which is a local contact. Click **New Contact** and repeat Step 7.



9. **Logout** Click on the **Logout** icon located in the upper right-hand corner of your screen.

Note: Review and update your contact information at least once each semester.

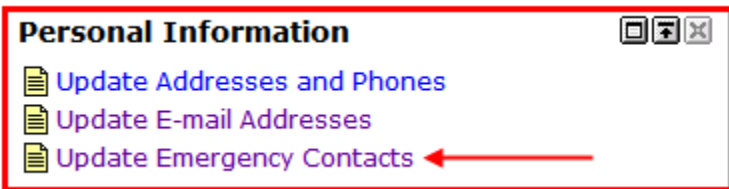
Alternative Method to Update Your Emergency Contact Information

The following instructions show an alternative method to update your emergency contact information.

1. When you log into myPurdue, click on the **Student Life** tab instead of the **Home** tab.



2. Click on the Update Emergency Contacts link on the left side of your screen.



3. Proceed with steps 6-9 above to update your emergency contact information.

Note: Review and update your emergency contact information at least once each semester.