Emergency Contact Update

Student clicks on Academics in the header of myPurdue, then click on Emergency Contacts:

If no contact exists click on New Contact:
Update or Verify Emergency Contacts

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

<table>
<thead>
<tr>
<th>Order</th>
<th>Name</th>
<th>Address and Phone</th>
<th>Relationship</th>
<th>Priority 1 only Verified on</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>New Contact</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Enter the emergency contact details and then click Verify/Submit Changes:

**Update Emergency Contacts**

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

- **Remove Contact:**
  - [ ]

- **Order:**
  - 1

- **Relationship:**
  - Spouse or Significant Other

- **First Name:**
  - Patrick

- **Middle Name:**
  - 

- **Last Name Prefix:**
  - 

- **Last Name:**
  - Marheine

- **House Number:**
  - [ ]

- **Address Line 1:**
  - 101 Main St

- **Address Line 2:**
  - 

- **Address Line 3:**
  - 

- **Address Line 4:**
  - 

- **City:**
  - Lafayette

- **State or Province:**
  - Indiana

- **Zip or Postal Code:**
  - 47901

- **Country:**
  - Not Applicable

- **Telephone:**
  - [ ]

  - **Country Code:** 765
  - **Area Code:** 1
  - **Phone Number:** 111111
  - **Extension:** 

**Note:** Do not enter a house number. The entire address must appear on Address Line 1, 2, 3 or 4. You will get errors if you try to submit a separate house number.

[Verify/Submit Changes][Reset]
Once this has been submitted they should see a date in the emergency contact screen indicating the date of verification:

**Update or Verify Emergency Contacts**

Your priority 1 emergency has been added and verified. Your registration hold has been cleared from your account. **Update a contact by selecting that contact and making the necessary changes.**

**Emergency Contacts**

<table>
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<tr>
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<th>Relationship</th>
<th>Priority 1 only Verified on</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Patrick Maringe</td>
<td>101 Main St</td>
<td>Spouse or Significant Other</td>
<td>10/09/2015</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lafayette, IN 47901-1243</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>765 11111111</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>New Contact</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If an Order 1 contact already exists you will see a “Verify” button above the Emergency Contacts. Simply click the Verify button to verify the existing contact and release the hold.

Once the steps above are completed and the student sees a date in the “Priority 1 only verified on” field, the hold will automatically release.