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.

Emergency Contacts

<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: Marie
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:

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:
If a contact already exists they should be able to click on the existing contact name to view the emergency contact details:
Then they should have to simply click Verify/Submit Changes:

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.
Financial Obligation

Student clicks on the Bills & Payments link in the head of myPurdue and then click on Acknowledge Your Financial Obligations:
NOTE: Students without an SSN in Banner will be provided additional fields to supply a valid SSN or an indication that one does not exist (not shown in the screen shot below). Students also have the option to refuse to provide an SSN which may leave them susceptible to an IRS fine. Additional information can be found at http://www.purdue.edu/bursar/faqs/financial.html.