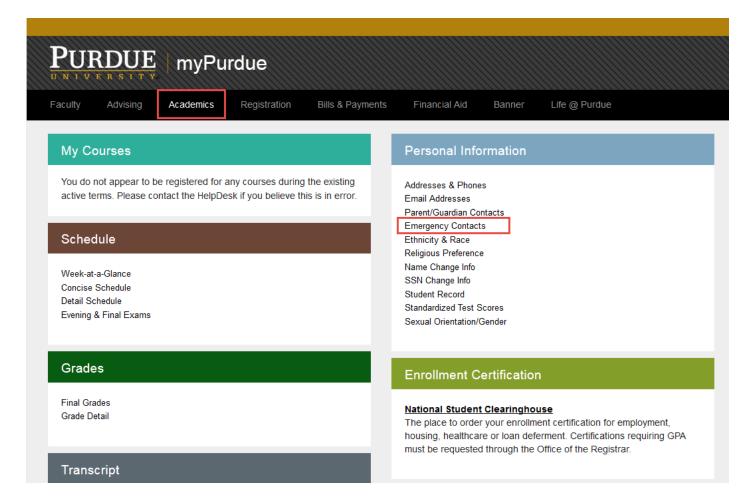
## **Emergency Contact Update**

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



If no contact exists click on New Contact:

Personal Information

Student

Faculty Services

Advisor Services

Financial Aid

Search Go

## Update or Verify Emergency Contacts

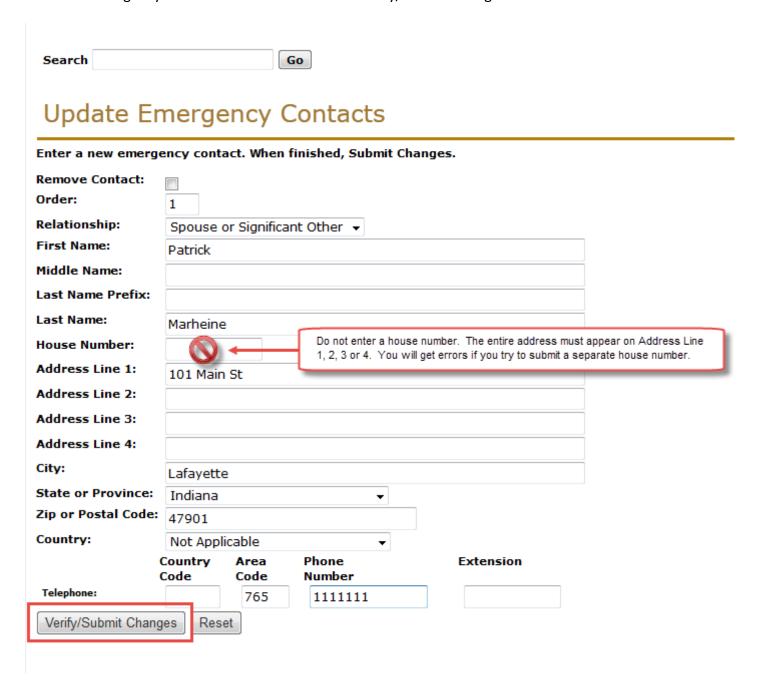
Update a contact by selecting that contact and making the necessary changes.

## Emergency Contacts

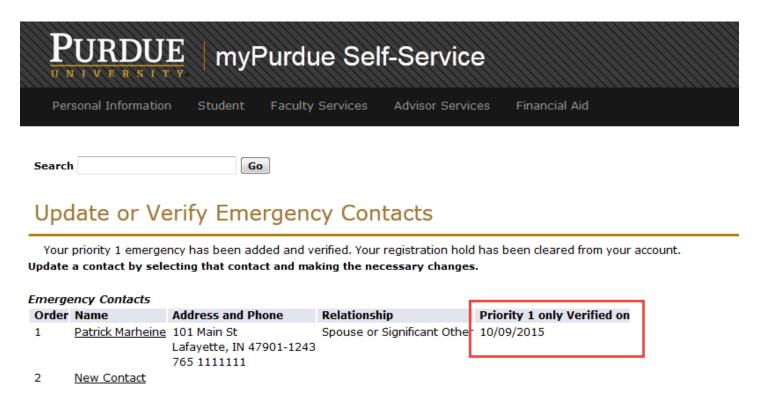
Order Name Address and Phone Relationship Priority 1 only Verified on

1 New Contact

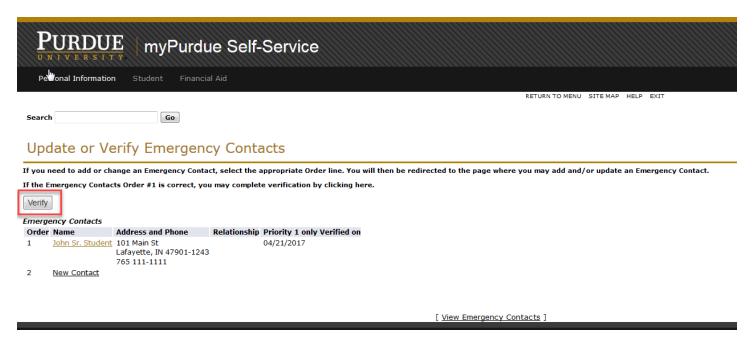
Enter the emergency contact details and then click Verify/Submit Changes:



Once this has been submitted they should see a date in the emergency contact screen indicating the date of verification:



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.