

Emergency Contact Update

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

The screenshot shows the myPurdue website interface. At the top, the Purdue University logo and 'myPurdue' text are visible. Below this is a navigation bar with several menu items: Faculty, Advising, Academics (highlighted with a red box), Registration, Bills & Payments, Financial Aid, Banner, and Life @ Purdue. The main content area is divided into two columns. The left column contains sections for 'My Courses', 'Schedule', 'Grades', and 'Transcript'. The right column contains 'Personal Information' and 'Enrollment Certification'. Under 'Personal Information', the 'Emergency Contacts' link is highlighted with a red box. Below 'Enrollment Certification', there is a section for 'National Student Clearinghouse' with a brief description.

PURDUE UNIVERSITY | myPurdue

Faculty Advising **Academics** Registration Bills & Payments Financial Aid Banner Life @ Purdue

My Courses

You do not appear to be registered for any courses during the existing active terms. Please contact the HelpDesk if you believe this is in error.

Schedule

Week-at-a-Glance
Concise Schedule
Detail Schedule
Evening & Final Exams

Grades

Final Grades
Grade Detail

Transcript

Personal Information

Addresses & Phones
Email Addresses
Parent/Guardian Contacts
Emergency Contacts
Ethnicity & Race
Religious Preference
Name Change Info
SSN Change Info
Student Record
Standardized Test Scores
Sexual Orientation/Gender

Enrollment Certification

National Student Clearinghouse
The place to order your enrollment certification for employment, housing, healthcare or loan deferment. Certifications requiring GPA must be requested through the Office of the Registrar.

If no contact exists click on New Contact:

Search

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:

Search

Update Emergency Contacts

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

Remove Contact:

Order:


Relationship:

First Name:

Middle Name:

Last Name Prefix:

Last Name:

House Number:  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.

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

City:

State or Province:

Zip or Postal Code:

Country:

Country Code	Area Code	Phone Number	Extension
<input type="text"/>	<input type="text" value="765"/>	<input type="text" value="1111111"/>	<input type="text"/>

Telephone:

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

The screenshot shows the myPurdue Self-Service interface. At the top is the Purdue University logo and navigation links: Personal Information, Student, Faculty Services, Advisor Services, and Financial Aid. Below is a search bar with a 'Go' button. The main heading is 'Update or Verify Emergency Contacts'. A message states: '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.' Below this is a table titled 'Emergency Contacts' with columns: Order, Name, Address and Phone, Relationship, and Priority 1 only Verified on. The first row (Order 1) shows contact 'Patrick Marheine' with address '101 Main St, Lafayette, IN 47901-1243, 765 1111111' and relationship 'Spouse or Significant Other'. The 'Priority 1 only Verified on' field for this contact is '10/09/2015', which is highlighted with a red box. The second row (Order 2) is 'New Contact'.

Order	Name	Address and Phone	Relationship	Priority 1 only Verified on
1	Patrick Marheine	101 Main St Lafayette, IN 47901-1243 765 1111111	Spouse or Significant Other	10/09/2015
2	New Contact			

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.

This screenshot shows the same myPurdue Self-Service interface. The navigation links are Personal Information, Student, and Financial Aid. Below the search bar, the heading 'Update or Verify Emergency Contacts' is followed by instructions: 'If you need to add or change an Emergency Contact, select the appropriate Order line. You will then be redirected to the page where you may add and/or update an Emergency Contact. If the Emergency Contacts Order #1 is correct, you may complete verification by clicking here.' A 'Verify' button is highlighted with a red box. Below it is the 'Emergency Contacts' table with columns: Order, Name, Address and Phone, Relationship, and Priority 1 only Verified on. The first row (Order 1) shows contact 'John Sr. Student' with address '101 Main St, Lafayette, IN 47901-1243, 765 111-1111' and relationship 'Student'. The 'Priority 1 only Verified on' field for this contact is '04/21/2017'. The second row (Order 2) is 'New Contact'. At the bottom right, there is a link: '[View Emergency Contacts]'.

Order	Name	Address and Phone	Relationship	Priority 1 only Verified on
1	John Sr. Student	101 Main St Lafayette, IN 47901-1243 765 111-1111	Student	04/21/2017
2	New Contact			

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.