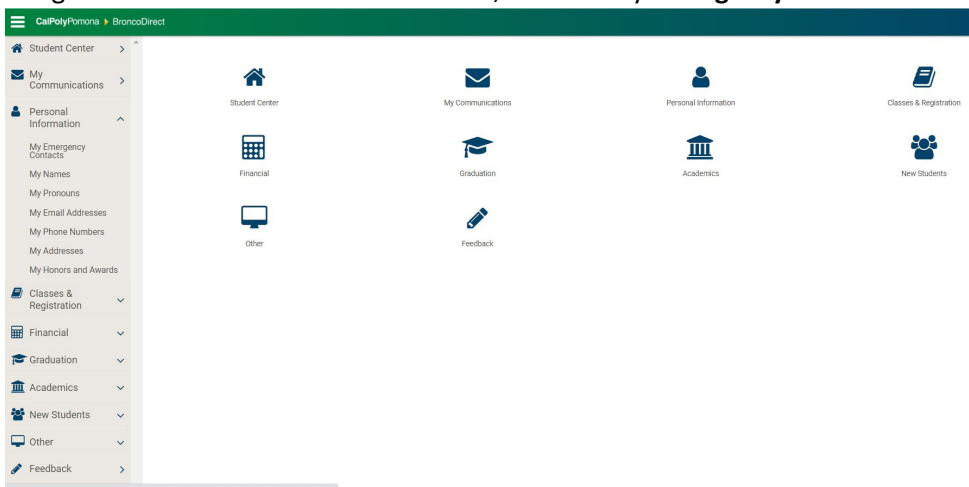


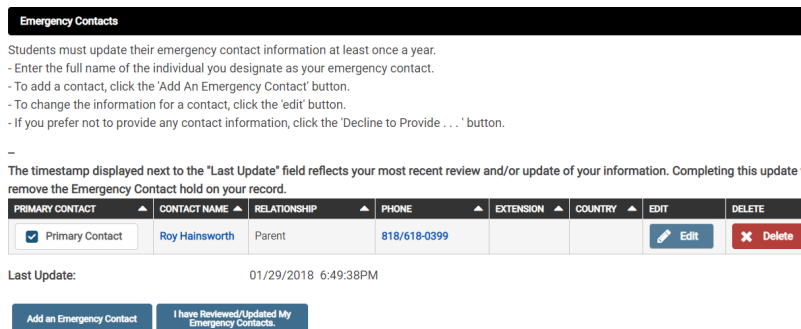
How to Update Emergency Contact Information in Student Center

Cal Poly Pomona is committed to ensuring the safety and wellbeing of all students. A student is responsible for providing an emergency contact and it must be updated at least once a year. Follow the steps below to update your Emergency Contact.

1. Log into your BroncoDirect Student Center via [MyCPP](#).
2. Navigate to **Personal Information** section, Click on **My Emergency Contact**



3. If you do not have an Emergency Contact on file, click on Add an Emergency Contact



4. Update Emergency Contact Detail
 - *Contact Name
 - *Relationship
 - Contact's Address: click on Edit Address to enter information
 - Contact's Phone
 - Add a Phone Number if you wish to enter additional numbers

Emergency Contacts - Emergency Contact Detail Return To E

Vanessa Ayala

*Contact Name

*Relationship

Contact's Address

Same Address as Individual

Country

Address

[Edit Address](#)

Contact's Phone

Same Phone as Individual

Phone

Extension

Country Code

Other Telephone Numbers

No phone numbers are defined

[Add a Phone Number](#)

* Required Field

[Save](#)

5. Click **Save**

Save Confirmation

✔ The Save was successful.

OK

6. The Primary Contact will be updated. If you have multiple Emergency Contact, check the Primary Contact box to indicate the primary contact

Emergency Contacts

Students must update their emergency contact information at least once a year.

- Enter the full name of the individual you designate as your emergency contact.
- To add a contact, click the 'Add An Emergency Contact' button.
- To change the information for a contact, click the 'edit' button.
- If you prefer not to provide any contact information, click the 'Decline to Provide . . . ' button.

The timestamp displayed next to the "Last Update" field reflects your most recent review and/or update of your information. Completing this update will remove the Emergency Contact hold on your record.

PRIMARY CONTACT	CONTACT NAME	RELATIONSHIP	PHONE	EXTENSION	COUNTRY	EDIT	DELETE
<input type="checkbox"/> Primary Contact	Roy Hainsworth	Parent	818/618-0399			Edit	Delete
<input checked="" type="checkbox"/> Primary Contact	John Doe	Parent	909/869-4820		001	Edit	Delete

Last Update: 01/14/2021 2:03:43PM

[Add an Emergency Contact](#) [I have Reviewed/Updated My Emergency Contacts](#)

7. **If you have the Emergency Contact information listed already**, ensure the information is accurate. If you need to edit the information, click on the Edit Icon

Emergency Contacts

Students must update their emergency contact information at least once a year.

- Enter the full name of the individual you designate as your emergency contact.
- To add a contact, click the 'Add An Emergency Contact' button.
- To change the information for a contact, click the 'edit' button.
- If you prefer not to provide any contact information, click the 'Decline to Provide . . . ' button.

The timestamp displayed next to the "Last Update" field reflects your most recent review and/or update of your information. Completing this update will remove the Emergency Contact hold on your record.

PRIMARY CONTACT	CONTACT NAME	RELATIONSHIP	PHONE	EXTENSION	COUNTRY	EDIT	DELETE
<input type="checkbox"/> Primary Contact	Roy Hainsworth	Parent	818/618-0399			Edit	Delete
<input checked="" type="checkbox"/> Primary Contact	John Doe	Parent	909/869-4820		001	Edit	Delete

Last Update: 01/14/2021 2:05:41PM

[Add an Emergency Contact](#) [I have Reviewed/Updated My Emergency Contacts](#)

8. Update your Emergency Contact Detail, Click Save to confirm the information

Emergency Contacts | Emergency Contact Detail

Version: 1/14/2021

*Contact Name: John Doe

*Relationship: Parent

Contact's Address

Same Address as Individual

Country: United States

Address: 3801 W Temple St, Pomona, CA 91768

[Edit Address](#)

Contact's Phone

Same Phone as Individual

Phone: 909/869-4820

Extension:

Country Code: 001

Other Telephone Numbers

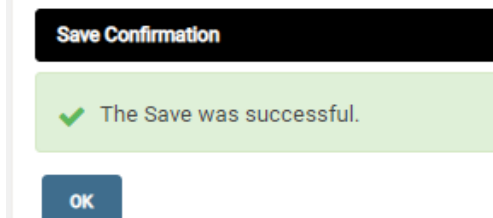
No phone numbers are defined.

[Add a Phone Number](#)

* Required Field

[Save](#)

9. when the confirmation page appeared, click OK



10. Regardless of whether or not you need to make any changes, click on **I have Reviewed/Updated My Emergency Contacts.**

Emergency Contacts

Students must update their emergency contact information at least once a year.

- Enter the full name of the individual you designate as your emergency contact.
- To add a contact, click the 'Add An Emergency Contact' button.
- To change the information for a contact, click the 'edit' button.
- If you prefer not to provide any contact information, click the 'Decline to Provide ...' button.

The timestamp displayed next to the "Last Update" field reflects your most recent review and/or update of your information. Completing this update will remove the Emergency Contact hold on your record.

PRIMARY CONTACT	CONTACT NAME	RELATIONSHIP	PHONE	EXTENSION	COUNTRY	EDIT	DELETE
<input checked="" type="checkbox"/> Primary Contact	John Doe	Parent	909/869-4820		001	Edit	Delete
<input type="checkbox"/> Primary Contact	Roy Hainsworth	Parent	818/618-0399			Edit	Delete

Last Update: 01/14/2021 2:09:19PM

[Add an Emergency Contact](#) [I have Reviewed/Updated My Emergency Contacts.](#)

11. The Save Confirmation page will pop up, click OK

