

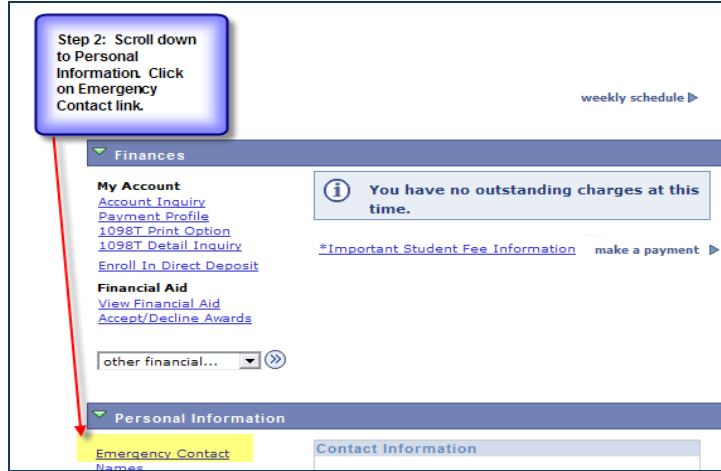
# GUIDE TO UPDATING YOUR EMERGENCY CONTACT INFORMATION

## Step 1:

Go to the Student Center in BroncoDirect

## Step 2:

Go to Personal Information section and click on Emergency Contact link.



## Step 3: Review your information, make any necessary changes and click "Update".

**Emergency Contacts**

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

- To change the information for a contact, click the 'Edit' button.
- To add a contact, click the 'Add An Emergency Contact' button.
- If you prefer not to provide contact information, check the 'I decline' box.

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**The Last Update timestamp on your Emergency Contact Info page will reflect your most recent review and/or update of your information. To indicate that you have reviewed your information, click the UPDATE button before leaving the page.**

**You must click the UPDATE button regardless of whether you have made any changes to your information. This button is required to remove the Emergency Contact hold on your records.**

Primary Contact	Contact Name	Relationship	Phone	Extension	Country		
<input checked="" type="checkbox"/>						edit	delete
<input type="checkbox"/>						edit	delete

ADD AN EMERGENCY CONTACT

UPDATE

Last Update: 11/08/2012 10:00:09AM

I decline to provide contact information. I understand that I will not be able to contact family or friends in an emergency

Click here to change information.

You must click on the UPDATE button to complete your transaction.