

## 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

tudents must update th	eir emergency cont	act information at l	east once a year.				
Enter the full name of the To add a contact, click	ne individual you de the 'Add An Emerge	signate as your eme nev Contact' button	ergency contact.				
To change the informat	ion for a contact, cl	ick the 'edit' button.					
16	ide any contact info	rmation, click the 'I	Decline to Provide	button.			
II you preier not to prov	nae any contact inte						
ii you preier not to prov	ide dify contact inte	,					
	d poyt to the "Last I	Indata" field reflects	your most recent reve	iow and/or undate	of your inform	ation Comple	ting this updat
he timestamp displaye	d next to the "Last U	Ipdate" field reflects r record.	your most recent rev	iew and/or update	of your inform	ation. Comple	eting this updat
h you prefer not to prov he timestamp displaye amove the Emergency ( PRIMARY CONTACT	d next to the "Last U Contact hold on you CONTACT NAME	Ipdate" field reflects r record. RELATIONSHIP	your most recent rev	iew and/or update	of your inform	eation. Comple	eting this updat
Tyou preter not to prove The timestamp displaye amove the Emergency ( PRIMARY CONTACT Primary Contact	d next to the "Last U Contact hold on you CONTACT NAME ▲ Roy Hainsworth	Ipdate" field reflects record. RELATIONSHIP Parent	PHONE 818/618-0399	iew and/or update		EDIT	DELETE

- 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

mergency Contacts : Emergency Contact Detail		Return
nessa Ayala		
intact Name	John Doe	
lationship	Parent Y	
ontact's Address		
Same Address as Individual		
Country	United States	
ddress	3801 W Temple St Pomona, CA 91768	
🖋 Edit Address		
contact's Phone		
Same Phone as Individual		
thone	909/869-4820	
ixtension		
Country Code	1	
ther Telephone Numbers		
lo phone numbers are defined		
Add a Phone Number		
guired Field		

5. Click Save

Save	e Confirmation	
<b>~</b> 1	The Save was successful.	
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6. The Primary Contact will be updated. If you have multiple Emergency Contact, check the Primary Contact box to indicate the primary contact

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*	Student Center	> ^	Emergency Contacts							
	My Communications	>	tudents must update their emergency contact information at least once a year. Enter the full name of the individual you designate as your emergency contact.							
4	Personal Information	~	- To add a contact, click the 'Add - To change the information for	The the function of the information you designed as your entergency contact. To add a contact, click the Add An Entergency Contact' button. - To change the information for a contact, click the 'edit' button.						
	Classes & Registration	~	- If you prefer not to provide any	contact information, ci	lick the Decline to Provide	button.				
	Financial	~	hold on your record.	o the "Last Update" field	a reflects your most recent re	/lew and/or update of your	information. Com	pleting this updat	e will remove the E	mergency Contact
P	Graduation	~	PRIMARY CONTACT	Row Heinsworth	RELATIONSHIP A	PHONE	EXTENSION A	COUNTRY A	EDIT	DELETE
Â	Academics	~		laka Daa	Parent	000/050 4000		001	er con	M Delete
썉	New Students	~	Primary Contact	John Doe	Parent	909/809-4820		001	e cuit	× Delete
<b>P</b>	Other	~	Last Update:		01/14/2021 2:03:43PM					
<b>*</b>	Feedback	>	Add an Emergency Contact	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

Students must update their emer	gency contact informa	ation 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 Contac	t' button.					
- To change the information for a	contact, click the edit	button.	(houters				
- If you prefer not to provide any o	contact information, cl	ick the Decline to Provide	button.				
-							
The timestamp displayed next to	the "Last Update" field	I reflects your most recent rev	view and/or update of your	information. Com	pleting this updat	e will remove the Er	mergency Contact
hold on your record.							
hold on your record. PRIMARY CONTACT	CONTACT NAME	RELATIONSHIP	PHONE 🔺	EXTENSION 🔺	COUNTRY 🔺	EDIT	DELETE
PRIMARY CONTACT	CONTACT NAME A Roy Hainsworth	RELATIONSHIP A	PHONE   818/618-0399	EXTENSION A	COUNTRY 🔺	EDIT	DELETE
PRIMARY CONTACT     ▼       Primary Contact     ▼       Primary Contact     ▼	CONTACT NAME A Roy Hainsworth John Doe	RELATIONSHIP A Parent Parent	PHONE            818/618-0399            909/869-4820	EXTENSION A	COUNTRY	EDIT Edit Edit Edit	DELETE  C Delete  Delete
hold on your record. PREMARY CONTACT  Primary Contact  Primary Contact  Last Update:	CONTACT NAME A Roy Hainsworth John Doe	RELATIONSHIP Arrent Parent 01/14/2021 2:05:41PM	PHONE            818/618-0399            909/869-4820	EXTENSION	COUNTRY	EDIT Edit Edit Edit	DELETE  Delete  Delete

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

Energency contacts + Energency contact detail	
Vanessa Ayala	
*Contact Name	John Doe
*Relationship	Parent v
Contact's Address	
Same Address as individual	
Country	United States
Address	3801 W Temple St Pomona, CA 91768
P 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	

9. when the confirmation page appeared, click **OK** 

Save Confirmation
✓ The Save was successful.
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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 emergenc - Enter the full name of the individual y - To add a contact, click the 'Add An Er - To change the information for a cont - If you prefer not to provide any conta	y contact information at l ou designate as your em mergency Contact' button act, click the 'edit' button. ct information, click the 'I	east once a year. ergency contact. Decline to Provide ' button.					
- The timestamp displayed next to the "	Last Update" field reflects	s your most recent review and/or	update of your information. Co	empleting this update	will remove the Em	ergency Contact hold o	on your record.
PRIMARY CONTACT	CONTACT NAME	RELATIONSHIP	PHONE	EXTENSION	COUNTRY A	EDIT	DELETE
Primary Contact	John Doe	Parent	909/869-4820		001	🖋 Edit	X Delete
Primary Contact	Primary Contact Roy Hainsworth Parent 818/618/0399						X Delete
Last Update:		01/14/2021 2:09:19PM					
Add an Emergency Contact I have Re Emergency	Add an Emergency Contact. I have Reviewed/Updated My Emergency Contacts.						

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

Save Confirmation
✓ The Save was successful.
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