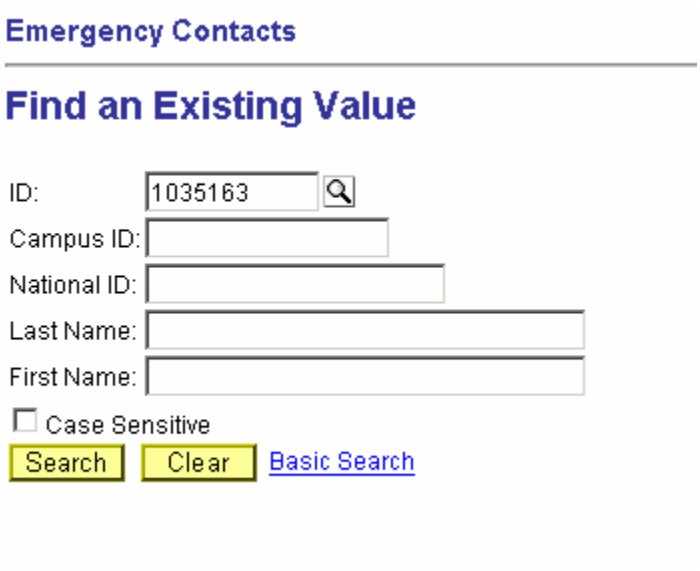
Staff Access to Emergency Contact and Student Phone Information
Office of the Registrar
2/28/08 (navigation revised 7/06/2017)

Emergency Contact

1. Staff member with appropriate access logs into MyUCSC. If the Emergency Contact form is not on their home page, use the Navbar:

   Navbar > Navigator > Campus Community > Personal Information (Student) > Biographical > Emergency Contacts

2. Enter student ID or name and click Search:



3. The student's emergency contact information appears. Update a contact's information, add a contact by clicking '+', or remove a contact by clicking '-'. Click Same Address/Phone as Individual if appropriate, and the fields will be filled in automatically. Click Save after making any changes.

Emergency Contact Information | Emergency Contact Other Phones

Sammy Slug **ID:** 1035163

Description View 1 First 1-2 of 2 Last

***Contact Name:** Samuel Slug

***Relationship to Employee:** Other ☐ **Primary Contact**

Home Address

☑ **Same Address/Phone as Individual**

Country: USA United States

Address 1: 123 Slime Lane **Phone:**

Address 2:

Address 3:

City: Redondo Beach

County: Los Angeles **Postal:** 90278

State: CA California

***Contact Name:** Sherry Slug

***Relationship to Employee:** Parent ☑ **Primary Contact**

Home Address

☐ **Same Address/Phone as Individual**

Country: USA United States

Address 1: 2809 no-name ave 310/555-7207

Address 2:

Address 3:

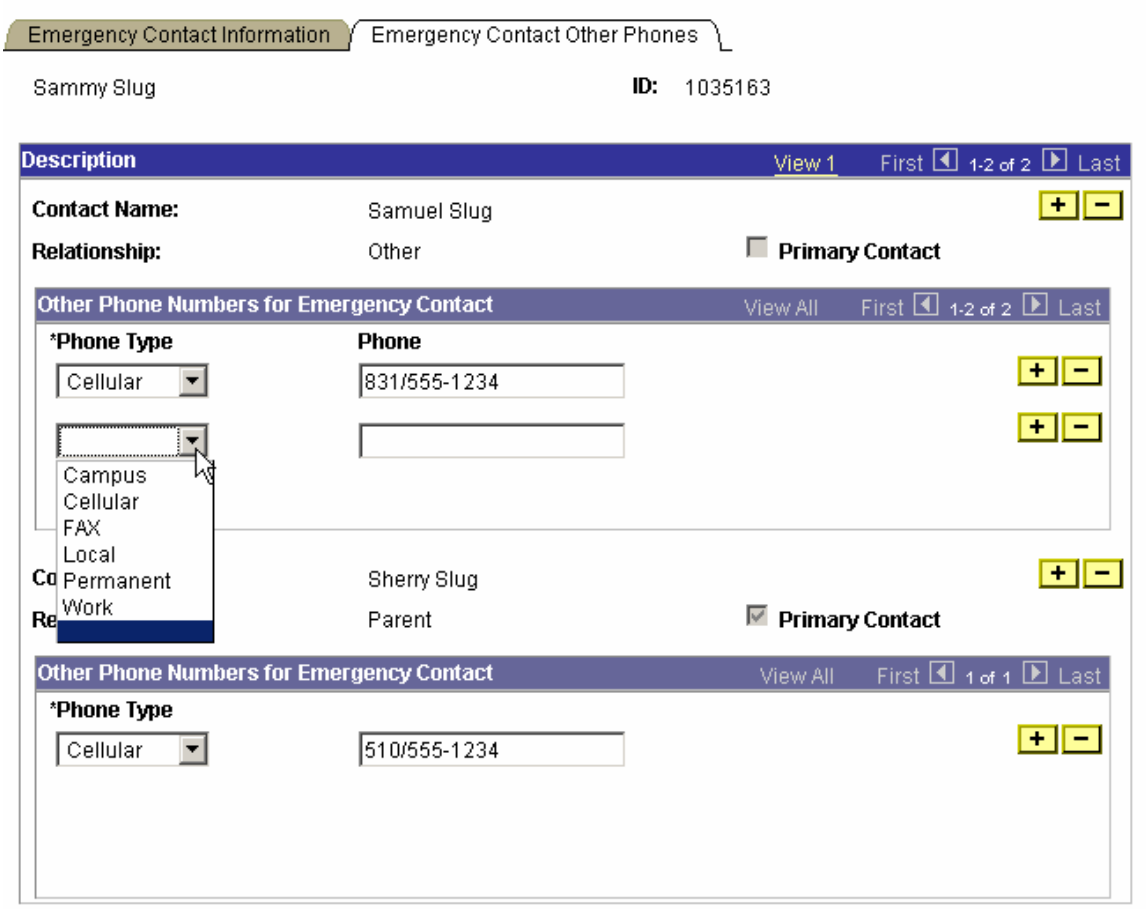
City: redondo beach

County: **Postal:** 90278

State: CA California

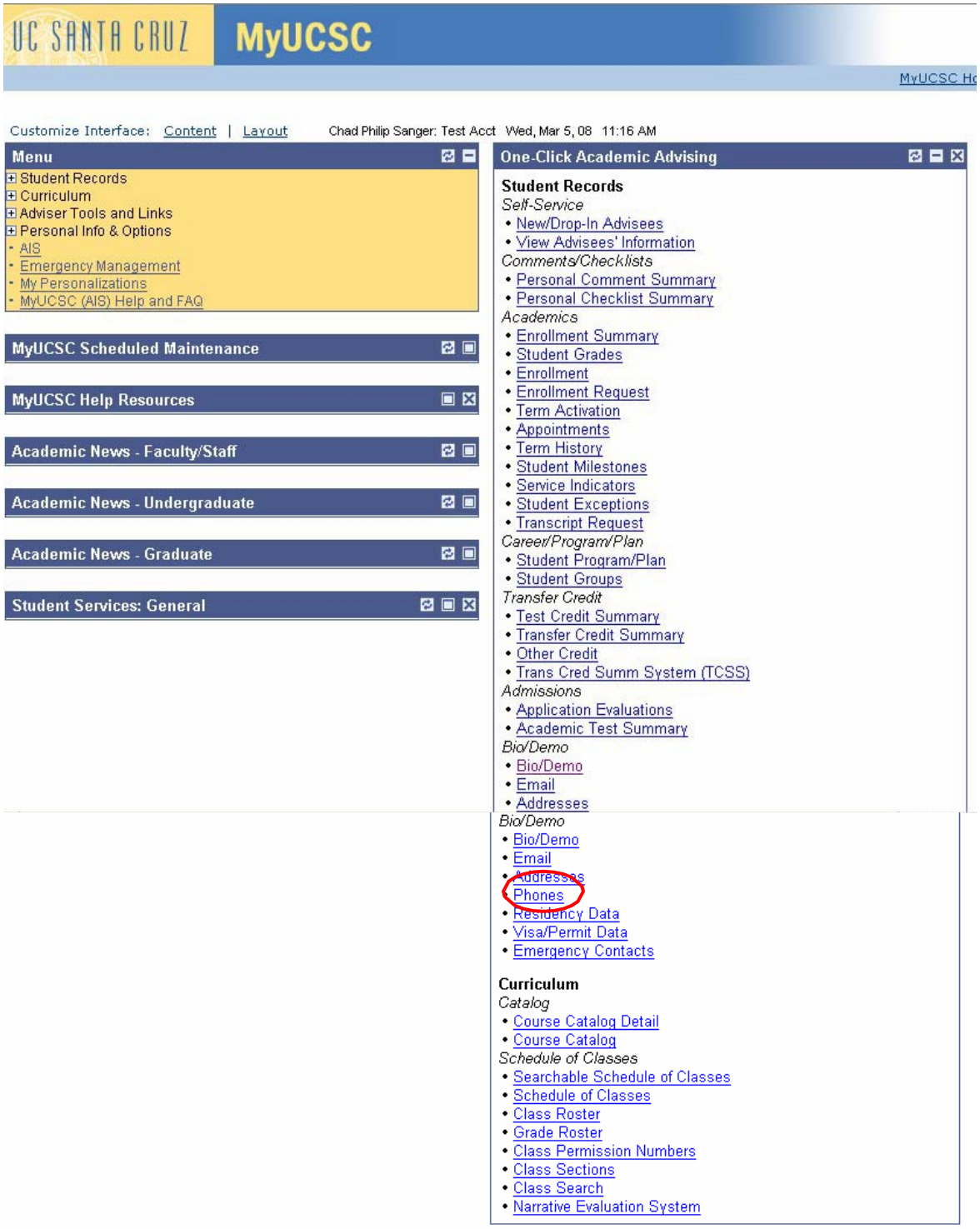
Save | Return to Search

4. Click the Emergency Contact Other Phones tab. Update a contact's phone number, add a phone number by clicking '+', or remove a phone number by clicking '-'. Click Save after making any changes.

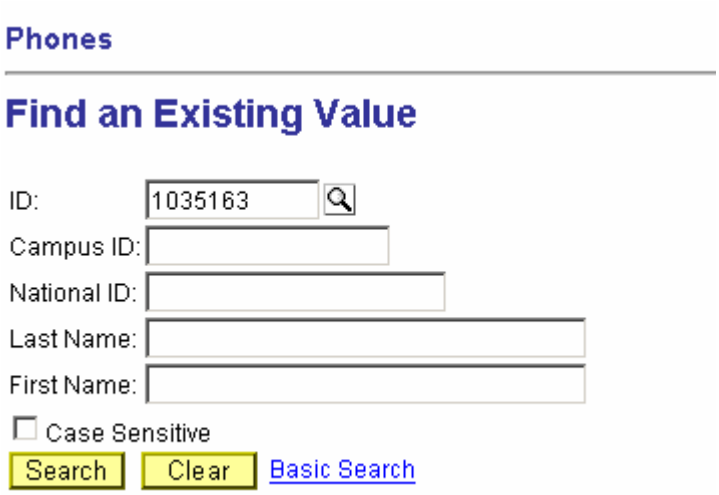
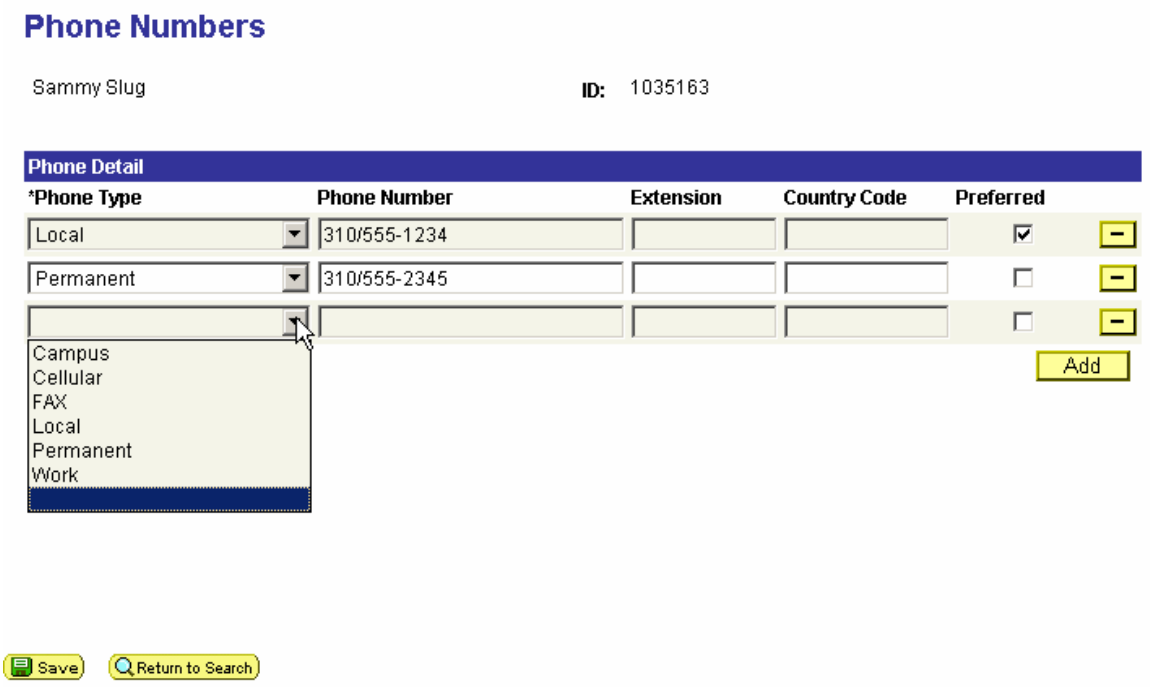


Student Phone Numbers

1. Staff member with appropriate access logs into MyUCSC and clicks Phones:



2. Enter student ID or name and click Search:



3. Phone numbers are displayed. Update a phone number, change a phone type, mark a phone number Preferred, add a phone number by clicking 'Add', or remove a phone number by clicking '-'. Click Save after making any changes.