

How to Update Your Emergency Contact Information

1) Sign into my.ucsc.edu

2) Click **Student Center**. Your Student Center appears.

Sammy's Student Center

[Student Advising Summary](#)

Academics

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[Enroll](#)
[Grades](#)
[My Academics](#)

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[Deadlines](#) [URL](#)

2008 Fall Quarter Schedule		
	Class	Schedule
	AMST 10-01 LEC (24535)	MoWeFr 11:00AM - 12:10PM Earth&Marine B206
	AMST 10-01E DIS (24598)	We 3:30PM - 4:40PM Crown Clrm 202
	LALS 194N-01 SEM (16817)	We 5:00PM - 8:30PM Merrill Acad 132

[weekly schedule](#) ▶

[enrollment shopping cart](#) ▶

Finances

My Account

[Account Inquiry](#)

Financial Aid

[View Financial Aid](#)

[Accept/Decline Awards](#)

[Report Other Financial Aid](#)

more links... [Go](#)

Account Summary

You owe 4,721.05.

- Due Now 1,621.48
- Future Due 3,099.57

**** You have a past due balance of 1,621.48. ****

Currency used is US Dollar.

Personal Information

[Emergency Contact](#)

[Privacy Settings](#)

more links... [Go](#)

Contact Information

Mailing Address

7757 Maie Ave.
Los Angeles, CA 90001

Billing Address

None

Phone Numbers

323/351-3861

Campus Email Address

vdiaz@ucsc.edu

3) Click **Emergency Contact**

Sarah Slug

go to ...

- Personal Information
- Security
- addresses
- phone numbers
- email addresses
- emergency contacts

Emergency Contacts

Below is a list of your emergency contacts. To edit the information for a contact, click the Edit button. To add a contact, click the Add an Emergency Contact button.

Primary Contact	Contact Name	Relationship	Phone	Extension		
<input checked="" type="checkbox"/>	Sammy Slug	Sibling	831/555-1111		<input type="button" value="edit"/>	<input type="button" value="delete"/>

You are required to update Emergency Contact Information on an annual basis. If your current Emergency Contact Information is still valid, click the checkbox and then the save button.

Last Updated: 06/30/2008

4) Your existing emergency contacts will be displayed. Click **Add an Emergency Contact** to add another contact.

Sarah Slug

Emergency Contacts

Emergency Contact Detail

*Contact Name

*Relationship

Contact's Address

Same as Me

Country

Address
100 Slime Trail
Santa Cruz, CA 95062

Contact's Phone

Same as Me

Phone Extension

Other Telephone Numbers

*Phone Type	Phone Number	Extension	

[Return to Emergency Contacts Summary](#)

5) Enter the **Contact Name**, **Relationship** (to you), **Address**, and **Telephone** information for the Emergency Contact.

6) Click **Add/Edit Address**, or if appropriate, click the box next to **Same as Me**. This will fill the information in automatically.

7) If there is more than one phone number for the contact, use **Add a Phone Number** to add more phone numbers.

8) Click **Save**

Save Confirmation



The Save was successful.

OK

9) Click **OK**

Sarah Slug

go to ...

Personal Information

Security

addresses

phone numbers

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Emergency Contacts

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Primary Contact	Contact Name	Relationship	Phone	Extension		
<input checked="" type="checkbox"/>	Sammy Slug	Sibling	831/555-1111		<input type="button" value="edit"/>	<input type="button" value="delete"/>
<input type="checkbox"/>	Stephen Slug	Other	831/555-2222		<input type="button" value="edit"/>	<input type="button" value="delete"/>

10) Use the checkbox to indicate your **Primary Contact**

11) Click **Edit** to change a contact's information

12) Click **Delete** to remove a contact

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