

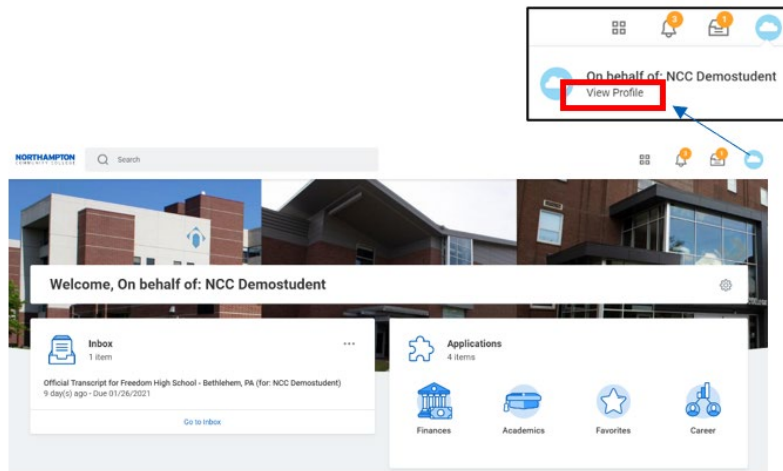


Change Contact Information

Overview

Change and/or add your home contact information such as address, phone number, and email. Friends & family can be added as emergency contacts.

1. From your Landing/Home Page, click on the cloud in the upper right corner, then click "View Profile". (View 1)

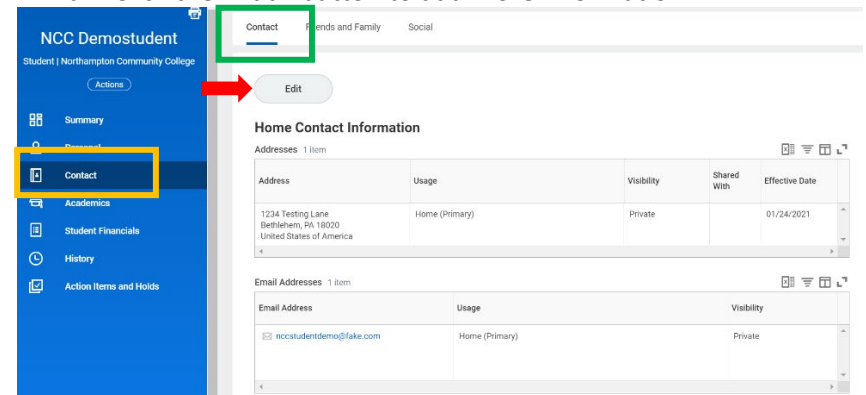


View 1

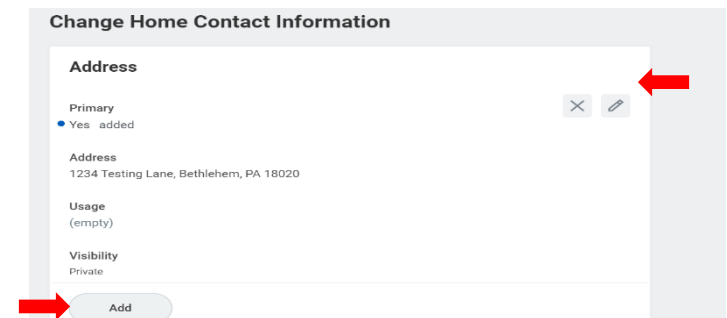
2. From the blue panel on the left side, choose "Contact" (View 2.)

3. Navigate to the desired information using the page headers (View 2).

4. Edit or Update Contact Information.
 - a. click the "Edit" button, then the "Pencil" to change information
 - b. Click the "Add" button to add more information.



View 2





Change Contact Information

5. Add or Edit Friends and Family – Emergency contact.
 - a. Click the “Add” button
 - b. Choose “Emergency Contact” from the drop-down menu
 - c. Complete the fields under the “Name” tab
 - d. Under the “Contact” tab enter contact information for your Friends or Family
 - e. Click “OK” after completing “Name” and “Contact Information”

NCC Demostudent
Student | Northampton Community College

Actions

- Summary
- Personal
- Contact
- Academics
- Student Financials
- History
- Action Items and Holds

Contact Friends and Family Social

Add

1 item

Relationship Types	Relationship	Phone Number	Email Address	Address	Third Party	Actions
Parent	Mother		momdemostudent@fake.com		No	<div>Edit Friends and Family Remove Friends and Family</div>

Add My Friends and Family

For NCC Demostudent

Relationship Types * Emergency Contact

Relationship

Is Third Party User ☐

Name Contact Information

Country * United States of America

Prefix

OK Cancel

Search

- ☒ Emergency Contact
- ☐ Legacy
- ☐ Legal Guardian
- ☐ Next of Kin
- ☐ Parent
- ☐ Proxy
- ☐ Recommender

Add My Friends and Family

For NCC Demostudent

Relationship Types * Emergency Contact

Relationship

Is Third Party User ☐

Name Contact Information

Country * United States of America

Prefix

OK Cancel