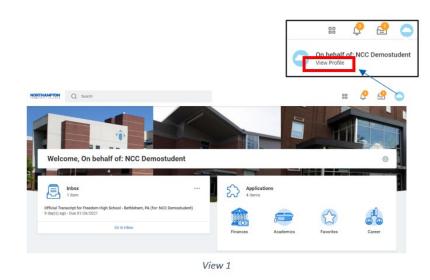
## **NORTHAMPTON** Change Contact Information

## 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 <u>"View Profile"</u>. (View 1)



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

- 3. Navigate to the desired information using the <u>page headers</u> (View 2).
- 4. Edit or Update Contact Information.
  - a. click the "Edit" button, then the "Pencil" to change information

Click the	"Add"	button	to	add	more	inf	ormatio	on.

	CC Demostudent I Northampton Community College	Contact F ends and Family Edit	Social						
88	Summary	Home Contact Inform	nation						
2	Research	Addresses 1 item	Addresses 1 liem						
	Contact	Address	Usage		Visibility	Shared With	Effective Date		
a	Academics	1234 Testing Lane	Home //	Drimani)	Private		01/24/2021	~	
	Student Financials	Bethlehem, PA 18020 United States of America	Home (Primary)		Private		01/24/2021	*	
©	History	4	4					÷	
Ø	Action Items and Holds	Email Addresses 1 item						1.7	
		Email Address	Email Address		Usage				
		🖂 nccstudentdemo@fake.com	Home (Primary)		Private		ite	*	
		4						+	
			View 2						



Address	
Primary	ר
Yes added	
Address	
1234 Testing Lane, Bethlehem, PA 18020	
Usage	
(empty)	
Visibility	
Private	

## NORTHAMETERN 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"

N	₽ CC Demostudent	Contac	t Friends and Family	v Social					
Student	Northampton Community College								
品	Actions		Add						
8	Personal	1 iten	Relationship Types	Relationship	Phone	Email Address	Address	Third	
Ŀ	Contact				Number			Party	
đ	Academics	nt	Parent	Mother		momdemostudent@fake.com		No	Actions 🔻
	Student Financials	4							Edit Friends and Family Remove Friends and Family
G	History								Remove Prierids and Parmiy
Ø	Action Items and Holds								

Add My Frien	ds and Family
For 1	NCC Demostudent
Relationship Types *	× Emergency Contact :=
	Search
Relationship	Contact
	Legacy
Is Third Party User	Legal Guardian
	Next of Kin
Name Contact	Parent
	Proxy
Country * × Ur	Recommender

## Add My Friends and Family

For	NCC Demostudent	
Relationship Types *	× Emergency Contact	≔
Relationship		≔
Is Third Party User		
Name Contac	ct Information	
Country * 🛛 🗙 U	Inited States of America	
Prefix		:=
ок	Cancel	