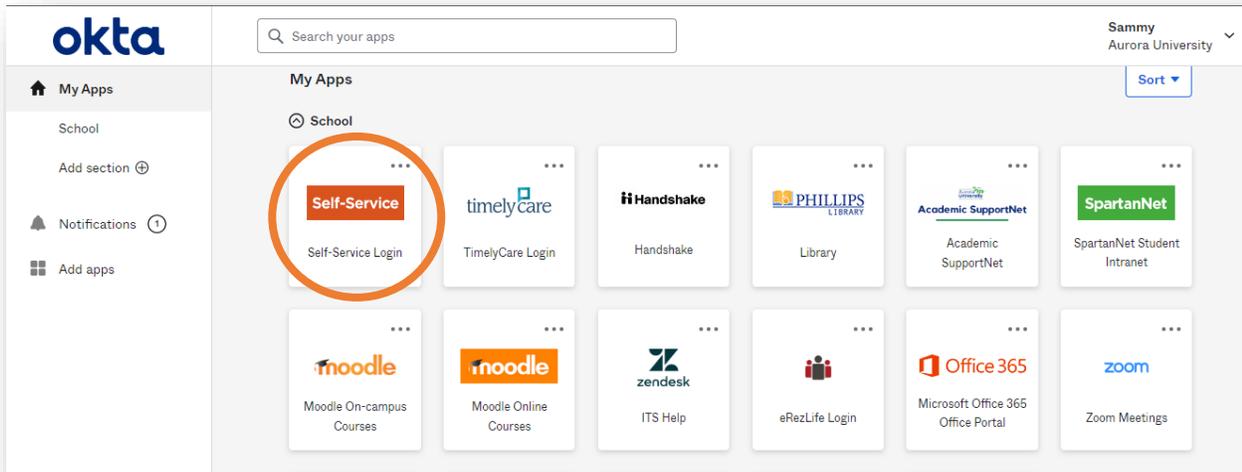
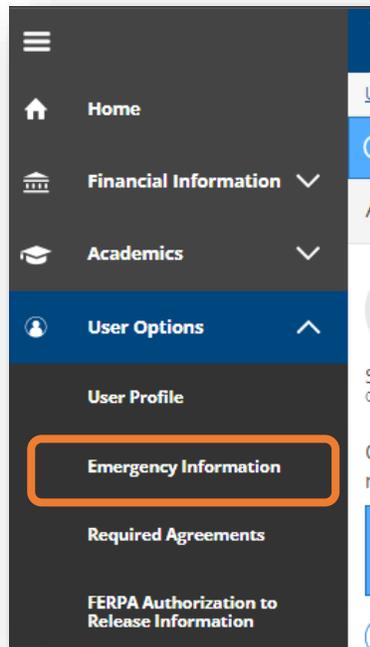


## Viewing, Editing, and Confirming Your Emergency Contact(s) in Self-Service

**STEP 1:** After logging into your Okta dashboard via [aurorauniversity.okta.com](http://aurorauniversity.okta.com), click on the **Self-Service** application.



**STEP 2:** Access the **Emergency Information** sub-menu under **User Options** by clicking the three horizontal bars in the top left corner of your Self-Service page.



## Viewing, Editing, and Confirming Your Emergency Contact(s) in Self-Service

**STEP 3:** Confirm your emergency contact(s) is/are correct, add new contacts by clicking on the **Add New Contact** button, or **edit/remove** current contact(s) by using the **icons** at the bottom of each contact card.

The screenshot displays the Aurora University self-service portal interface. At the top, the user is logged in as 'sspartan01' and can access 'Sign out' and 'Help' options. The page title is 'Emergency Information'. A yellow warning banner indicates that the information is 'Not Confirmed' and prompts the user to confirm its accuracy. A 'Confirm' button is highlighted with an orange circle. Below this, the 'Emergency Contacts' section features an 'Add New Contact' button, also circled in orange. Two contact cards are shown: one for Tom Spartan (Father) and one for Suzy Spartan (Sibling). Each card lists contact details and status (Emergency Contact and Missing Person Contact). At the bottom of each card, edit (pencil) and delete (X) icons are circled in orange.

Contact Name	Relationship	Daytime Phone	Evening Phone	Other Phone	Address	Effective Date	Emergency Contact	Missing Person Contact	Actions
TOM SPARTAN	FATHER	630-999-9555					✓	✓	Edit, Delete
SUZY SPARTAN	SIBLING	630-555-1234				4/2/2019	✓	✗	Edit, Delete