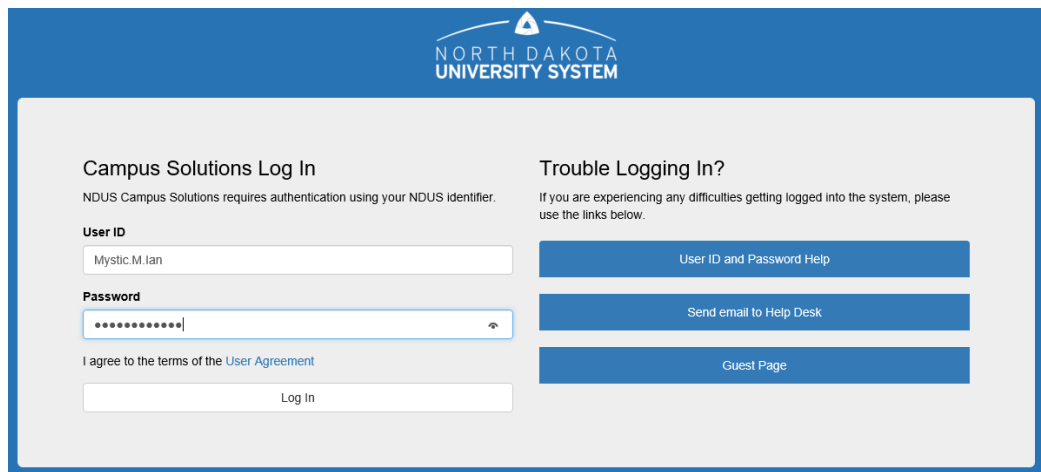


CampusConnection Helpsheet Add/Update Emergency Contacts

Emergency contact information is extremely important in the event of an accident or medical emergency. The person(s) you list will be contacted if you have a health or safety emergency.

1. Access [CampusConnection](#).
2. Enter CampusConnection UserID and Password. Click **[Log In]**.



Campus Solutions Log In
NDUS Campus Solutions requires authentication using your NDUS identifier.

User ID
Mystic.M.Ian

Password
••••••••••

I agree to the terms of the [User Agreement](#)


Log In

Trouble Logging In?
If you are experiencing any difficulties getting logged into the system, please use the links below.

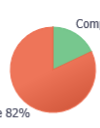



- User ID and Password Help
- Send email to Help Desk
- Guest Page

On your Student Homepage:

3. Click **[Profile]** tile.

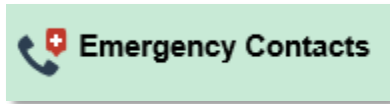


Student Homepage

Academic Progress  Complete 18% Incomplete 82% 18% Complete	Tasks  11 To Do's 3 Holds	Manage Classes 	
Financial Account 	Financial Aid 	Academic Records 	Profile 
Information Center 	Student Self Service 		

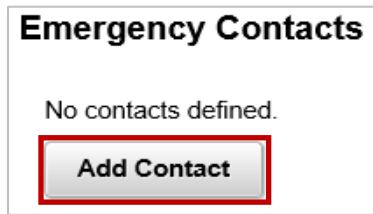
On the left-side menu:

4. Select **[Emergency Contacts]**.



Add Emergency Contact

1. Click **[Add Contact]**.



2. Enter the following information:

- a. Name – *The person BSC should contact in case of a medical emergency or accident.*
- b. Relationship
- c. Preferred – *Mark if this is the first person you would like BSC to contact.*
- d. Country Code – *Leave Blank*
- e. Phone Number with area code – *(XXX-XXX-XXXX)*
- f. Extension - *Optional*

*Additional phone numbers may be added for work, home or cell numbers. Click **[Add Phone]**.*

- g. Click **[Save]**.

A screenshot of the "Edit Contact" form. The form has a title bar with "Cancel" on the left and "Save" on the right, with the "Save" button highlighted by a red border. The form contains the following fields:

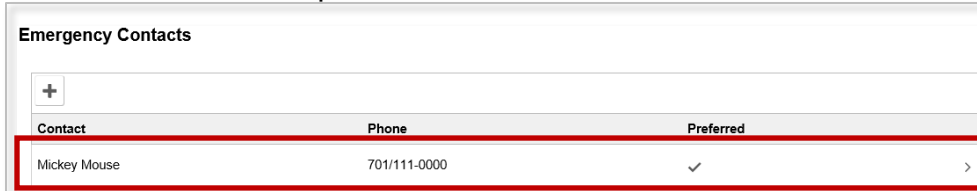
- *Name: Mickey Mouse
- *Relationship: Neighbor (dropdown menu)
- Preferred
- Primary Phone Number**
- Country Code: (empty field)
- *Phone Number: 701-111-1111 (with a small 'x' icon)
- Extension: (empty field)
- Other Phone Numbers**
- No other phone numbers defined.
-

Update or Delete Emergency Contact

Once emergency contacts have been added to the System, they may updated or deleted at any time.

Update Emergency Contact

1. Select the contact to update.



The screenshot shows a window titled "Emergency Contacts". At the top left is a "+" button. Below it is a table with three columns: "Contact", "Phone", and "Preferred". The table contains one row: "Mickey Mouse", "701/111-0000", and a checkmark. A red box highlights the entire table row.

Contact	Phone	Preferred
Mickey Mouse	701/111-0000	✓

2. Edit any or all fields
3. Click [**Save**].

Delete Emergency Contact

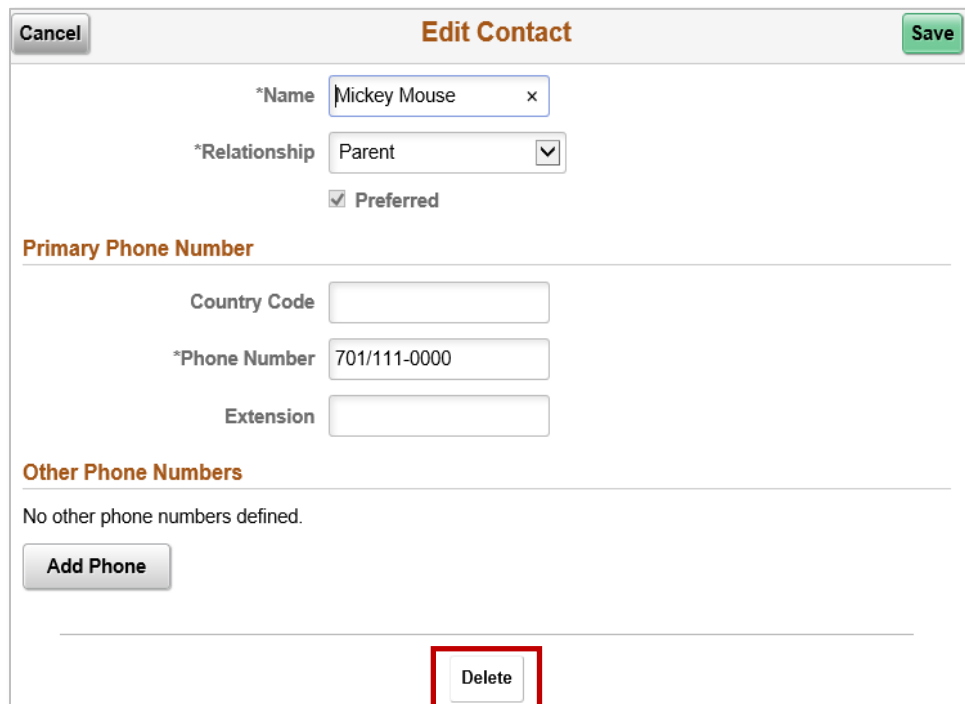
1. Select the contact to delete.



The screenshot shows a window titled "Emergency Contacts". At the top left is a "+" button. Below it is a table with three columns: "Contact", "Phone", and "Preferred". The table contains one row: "Mickey Mouse", "701/111-0000", and a checkmark. A red box highlights the entire table row.

Contact	Phone	Preferred
Mickey Mouse	701/111-0000	✓

2. Click [**Delete**].



The screenshot shows the "Edit Contact" form. At the top are "Cancel" and "Save" buttons. The form fields are: "*Name" (Mickey Mouse), "*Relationship" (Parent), and a checked "Preferred" checkbox. Below is the "Primary Phone Number" section with fields for "Country Code", "*Phone Number" (701/111-0000), and "Extension". Below that is the "Other Phone Numbers" section with the text "No other phone numbers defined." and an "Add Phone" button. At the bottom center, a "Delete" button is highlighted with a red box.