

ESS Add Update Emergency Contact Information (Fluid)

Purpose: Use this document as a reference for updating emergency contact information in ctclink.

Audience: Employees

Navigation: Employee Self Service (Homepage) > Personal Details (Tile) > Emergency Contacts

Add Emergency Contact

1. Once on the **Personal Details** page, select the **Emergency Contacts** heading located on the sidebar.
2. The **Emergency Contacts** page displays, on the page select the [+] plus button to enter a new contact.
3. The **Emergency Contact** pagelet displays.
4. Enter the **Contact Name**.
5. Select the **Relationship** from the drop-down menu.
6. Select the **Preferred** button (only if this is the preferred method of contact by phone).
7. Select the **Add Address** button.
8. On the **Add Address** pagelet, select the **Same as mine** checkbox if address of contact is the same. If address of contact is not the same, enter address information (optional).
9. Select the **Done** button.
10. The **Emergency Contact** pagelet displays. On the page select the **Add Phone Number** button.
11. The **Phone Number** pagelet displays. On the page select the **Same as mine** checkbox if phone number of contact is the same.
12. Select the **Type** from the drop-down menu.
13. If Phone Number of contact is not the same, enter the new **Phone Number**.
14. Select the **Done** button.
15. The **Emergency Contacts** pagelet displays with the new emergency contact.
16. Select the **Save** button.
17. The **Emergency Contacts** homepage displays. The new contact is added.

The process to add a new emergency contact is now complete.

Update Emergency Contact

1. From the **Personal Details**, select the **Emergency Contacts** heading on the sidebar.

2. Select the existing Contact Name to update.
3. Select a new **Relationship** option from the drop-down menu, if applicable.
4. Select the **Preferred** button (only if this is the preferred method of contact by phone).
5. Select the existing **Address [>]** row to update.
6. The **Address** pagelet displays. Make any needed changes.
7. Select the **Done** button.
8. The **Emergency Contact** pagelet displays with updated information.
9. Select the add **[+]** button in the **Phone Numbers** section to enter an additional Phone Number, if applicable.
10. Select the existing phone number to be updated.
11. The **Phone Number** pagelet displays. On the page, select a new **Type** from the drop-down menu, if applicable.
12. Update the **Number** if applicable.
13. Select the **Done** button.
14. The **Emergency Contact** pagelet displays. On the page select the **Save** button.

The process to update an emergency contact is now complete.

Delete Emergency Contact Information

1. From the **Personal Details**, select the **Emergency Contacts** heading on the sidebar.
2. The **Emergency Contacts** homepage displays. On the page, select the existing **Contact Name** to delete.
3. The **Emergency Contact** pagelet displays. On the page select the **Delete** button.
4. A message displays to confirm deletion. Select the **Yes** button.

To process to delete an emergency contact is now complete.

Video Tutorial

The video below demonstrates the process actions described in steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial via Panopto

View the external [link to ESS Add, Update Emergency Contact Information](#). This link will open in a new tab/window.