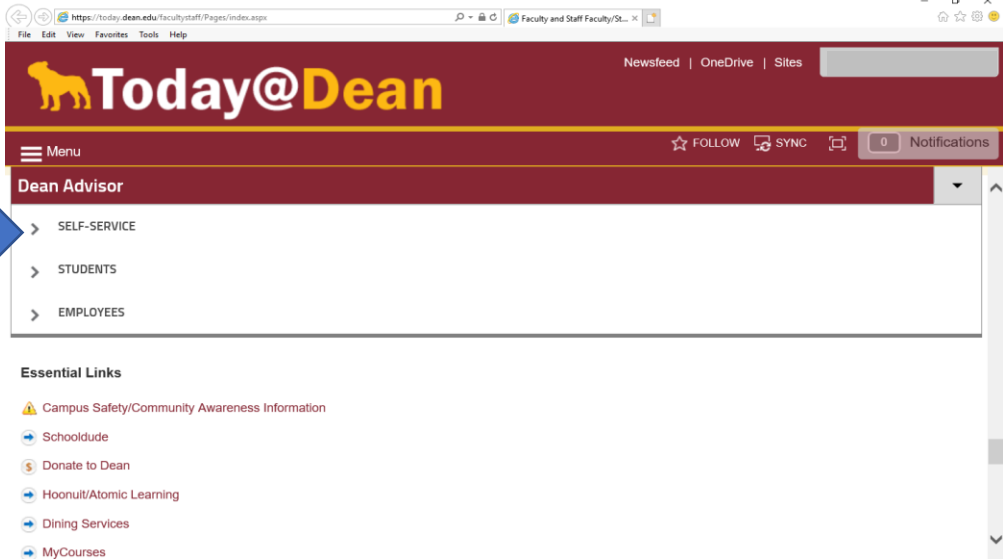


EMERGENCY CONTACT INSTRUCTIONS

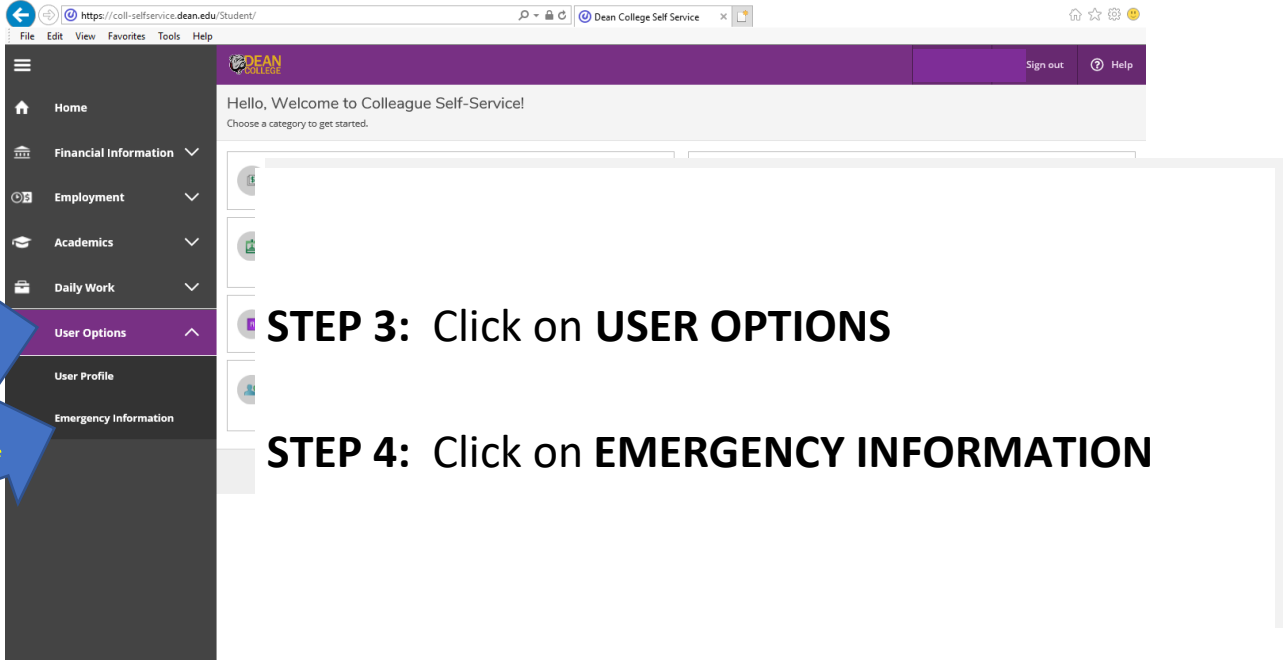
Please take a minute to complete this very important online process to ADD your Emergency Contact information.

STEP 1: Go to **Today@Dean**

STEP 2: Click on **SELF-SERVICE**



The screenshot shows the Today@Dean website. The top navigation bar includes the Today@Dean logo, links for Newsfeed, OneDrive, and Sites, and a search bar. Below the navigation bar is a Menu section with a dropdown arrow. The Dean Advisor menu is open, showing options for SELF-SERVICE, STUDENTS, and EMPLOYEES. A blue arrow labeled STEP 2 points to the SELF-SERVICE option.

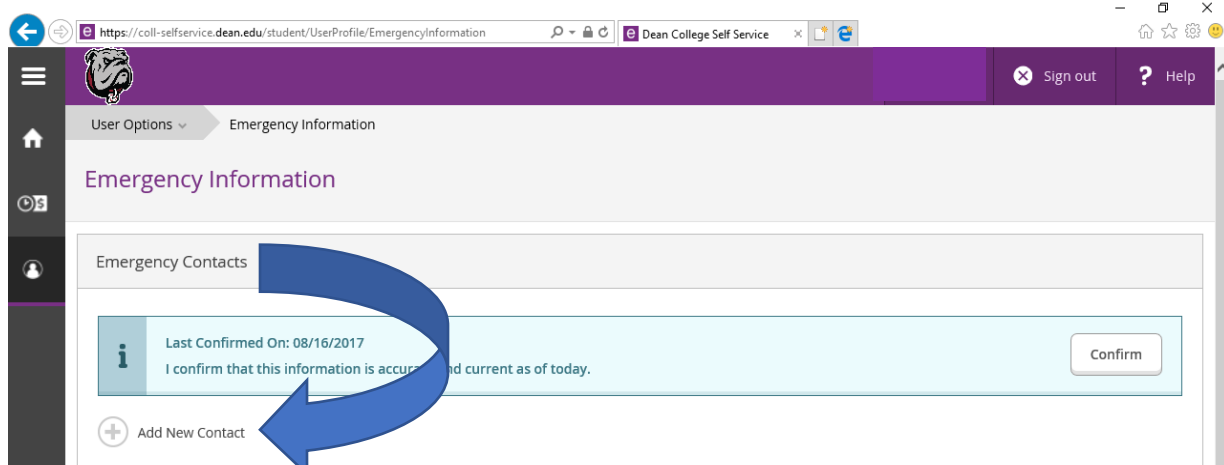


The screenshot shows the Dean College Self Service website. The top navigation bar includes the Dean College logo, a welcome message, and links for Sign out and Help. Below the navigation bar is a sidebar menu with options for Home, Financial Information, Employment, Academics, Daily Work, User Options, User Profile, and Emergency Information. A blue arrow labeled STEP 3 points to the User Options option, and another blue arrow labeled STEP 4 points to the Emergency Information option.

STEP 3: Click on **USER OPTIONS**

STEP 4: Click on **EMERGENCY INFORMATION**

STEP 5: Click on “ADD NEW CONTACT”



STEP 6: Add your Emergency Contact Information- **ALL FIELDS**

- Full Name (First Name and Last Name)
- Relationship to you
- Daytime phone
- Evening phone
- Street Address/City and State

*Be sure to scroll to bottom of form and check both:
Emergency Contact and **Missing Person**

A screenshot of the 'Emergency Contact Information' form. The form includes fields for 'Relationship', 'Phones (Enter at least one) *' (with sub-fields for 'Daytime Phone', 'Evening Phone', and 'Other Phone'), 'Address', and 'Effective Date' (pre-filled with '08/16/2017'). At the bottom, there are two checked checkboxes: 'Emergency Contact' and 'Missing Person Contact'. Below these are 'Cancel' and 'Add Contact' buttons. The 'Add Contact' button is circled in red. A blue arrow points to the 'Add Contact' button with the text 'ADD CONTACT' in yellow capital letters.

IMPORTANT STEP 7:
To Submit-
-Click on
ADD CONTACT and
CONFIRM