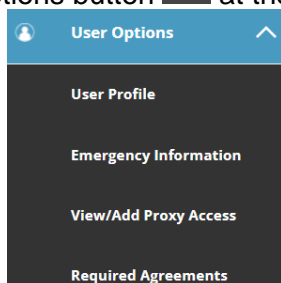


How to Update Emergency Contact Information in Self-Service

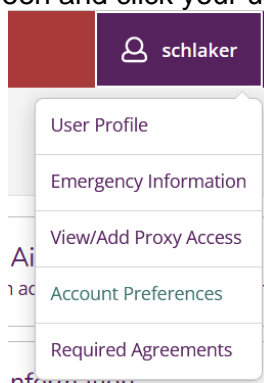
Go to Self-Service: <https://selfservice.wittenberg.edu/>

Click on the User Options button  at the bottom of the menu on the left side of the screen.



Menu will drop down

OR go to the top right corner of the home screen and click your username



Go to **Emergency Information**. The contacts you provided at the beginning of employment will display.

ADDING A CONTACT

Emergency Contact Information ✕

Name *

Relationship

Phones (Enter at least one) *

Daytime Phone

Evening Phone

Other Phone

Cancel Add Contact

NOTE: Address for the emergency contact is not required.

After changes to the data, the self-service emergency contact screen now displays:

JOSH THOMPSON
FRIEND

Daytime Phone 937-123-4567

Evening Phone



Other Phone



Address

Effective Date 10/26/2023


Emergency Contact ✓


Missing Person Contact ✓

To edit an emergency contact, click the  or to delete, click 

When you have completed your changes, be sure to click the **Confirm** button in the upper right corner.

 **Not Confirmed**
I confirm that this information is accurate and current as of today. [Confirm](#)

 **Last Confirmed On: 10/26/2023**
I confirm that this information is accurate and current as of today. [Confirm](#)