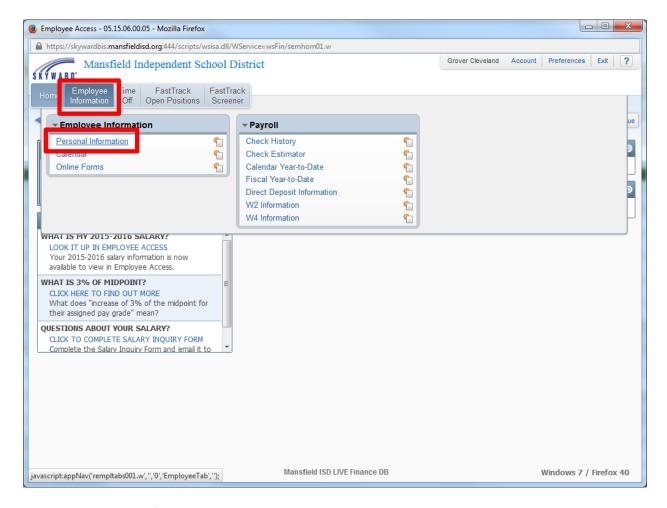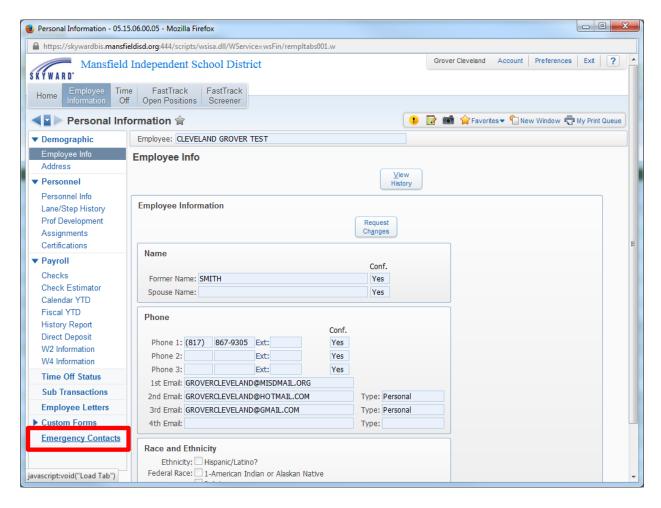# UPDATE EMERGENCY CONTACT INFORMATION
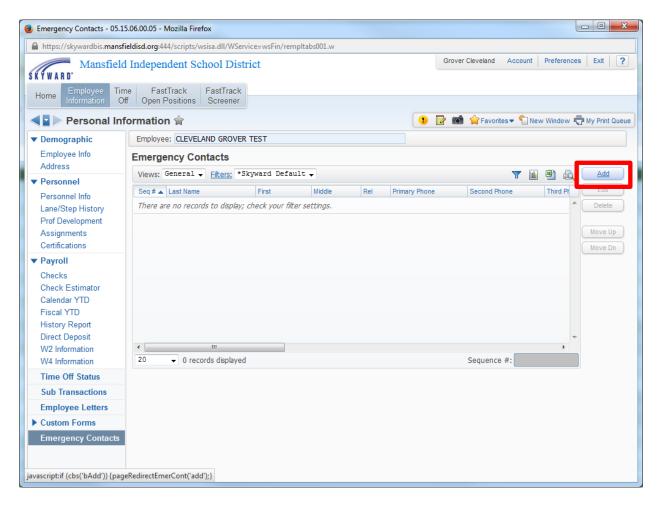


Login to Skyward Employee Access

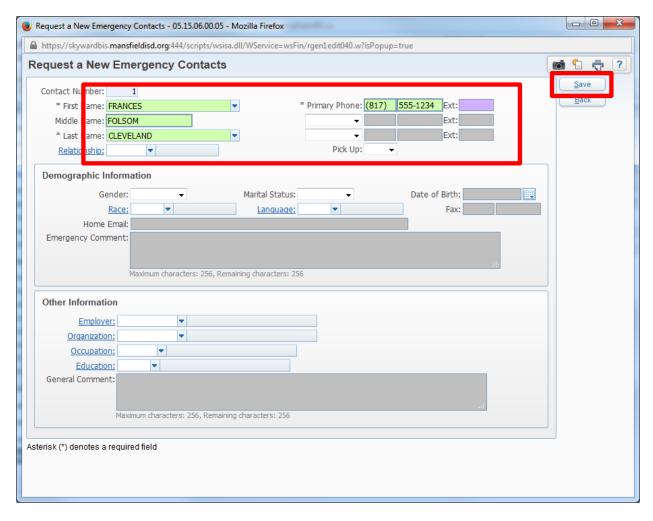Click the **Employee Information** button

Click the **Personal Information** hyperlink
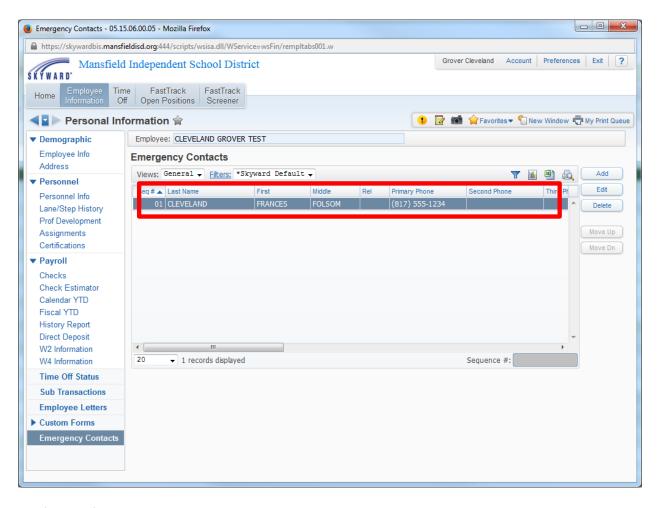
Click the **Emergency Contacts** hyperlink

# UPDATE EMERGENCY CONTACT INFORMATION



Click the **Add** button to add a new emergency contact

Enter the following:

- First name
- Last name
- Primary phone number
- Any additional phone numbers available

Click the **Save** button

Verify the information loaded correctly