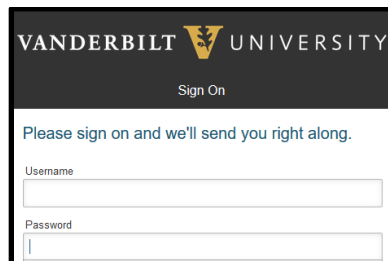


How to Set-up and Review an Emergency Contact in Oracle

In the event of an emergency or accident, the University will use the information you provide in Oracle to contact your listed emergency contacts. Human Resources recommends reviewing this information yearly. Please review and update or create the contact information, including cell phone and email.

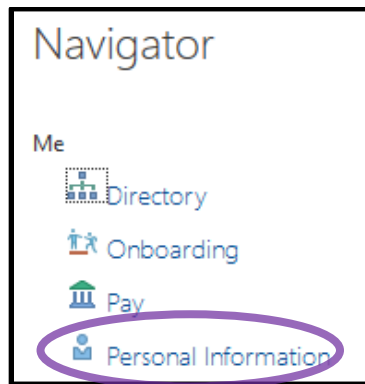
- 1) Log-in to Oracle



- 2) Go to the top-left portion of the screen and select 'Navigator'



- 3) Select personal information and a new screen will open



- 4) Go to the top-right portion of the screen and select



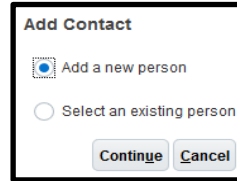
- 5) Select 'Contacts' Left Side of your screen



6) To add a person, click the '+' sign

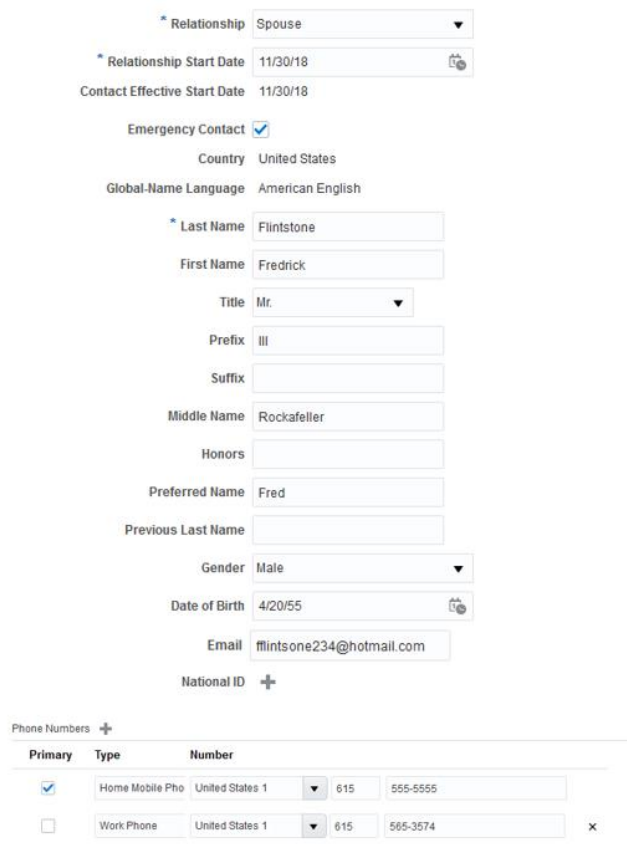
Contacts +

7) A window will open and you will be asked to create a new entry or edit an existing one



The dialog box titled "Add Contact" contains two radio button options: "Add a new person" (which is selected) and "Select an existing person". At the bottom of the dialog are two buttons: "Continue" and "Cancel".

8) To create a new entry you will be asked to enter all of the related information about your contact.



The form displays the following fields and values:

- Relationship: Spouse
- Relationship Start Date: 11/30/18
- Contact Effective Start Date: 11/30/18
- Emergency Contact:
- Country: United States
- Global-Name Language: American English
- Last Name: Flintstone
- First Name: Fredrick
- Title: Mr.
- Prefix: III
- Suffix:
- Middle Name: Rockafeller
- Honors:
- Preferred Name: Fred
- Previous Last Name:
- Gender: Male
- Date of Birth: 4/20/55
- Email: flintstone234@hotmail.com
- National ID: +

Phone Numbers section:

Primary	Type	Number
<input checked="" type="checkbox"/>	Home Mobile Pho	United States 1 615 555-5555
<input type="checkbox"/>	Work Phone	United States 1 615 565-3574

9) When you are finished, go to the top-right portion of the screen and select

Save and Close