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 ‘Edit’

5) Select ‘Contacts’ Left Side of your screen
6) To add a person, click the ‘+’ sign

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

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

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