How to update your emergency contacts

- Summary
- Instructions:

- Update your Emergency Contacts:

Summary

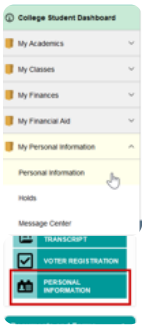
- **Description**: This tutorial will walk you through the steps to update your address, phone and/or email.
- **Prerequisites**: Students must have access to mySDCCD

Instructions:

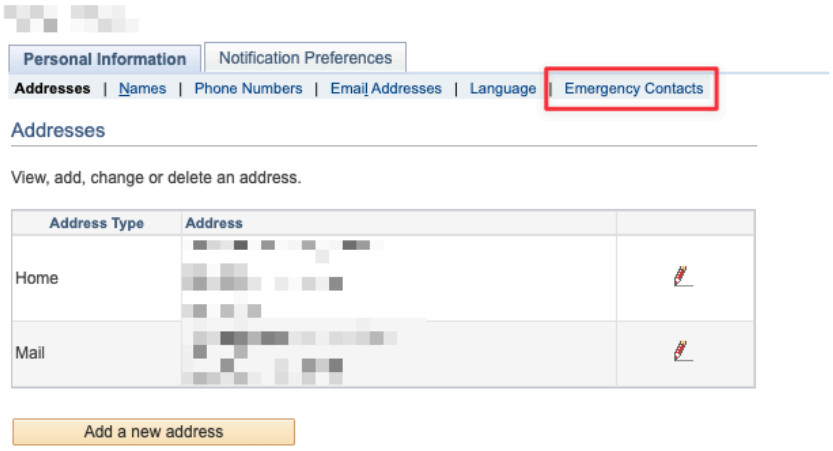
1. Login to http://my.sdccd.edu and click on the "College Student Dashboard"



2. You can either click on "My Personal Information" in the left side navigation, or "Personal Information" in the Student Quicklinks:



3. You should be taken to your personal information page. On the "Personal Information" tab you can update:
   - Address (Mailing and Legal/Permanent)
   - Names (Preferred Only)
   - Phone Numbers
   - Email Addresses
   - Emergency Contacts



Update your Emergency Contacts:

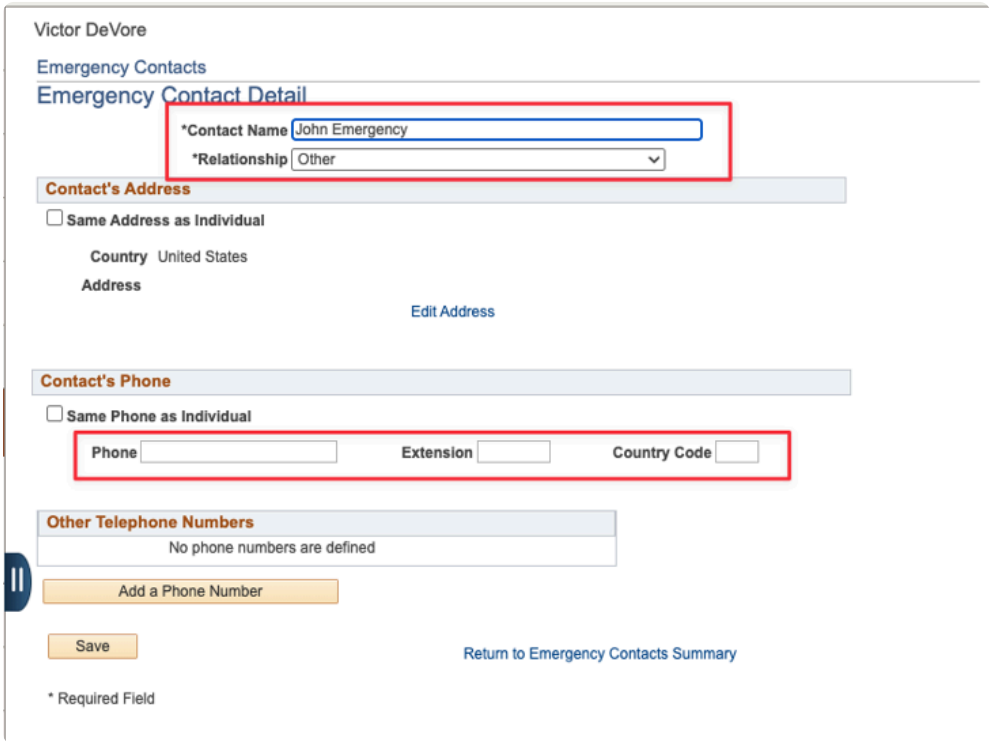
Emergency contacts are people you authorize SDCCD to contact in the event you are experiencing a serious emergency and unavailable or unable to communicate.

To add contacts:

1. Click on the “Emergency Contacts” sub-tab. From here you’ll see an existing emergency contacts, if there are none, you’ll see a message indicating such. To add one, click on “Add an Emergency Contact.”



2. Here you will enter the name of the contact and their relationship to you. As well as their phone number. Mailing address is optional.



3. Make sure you hit "Save" when complete. You should now see a contact listed:



To revoke an emergency contact, just delete them by clicking on the trash icon.