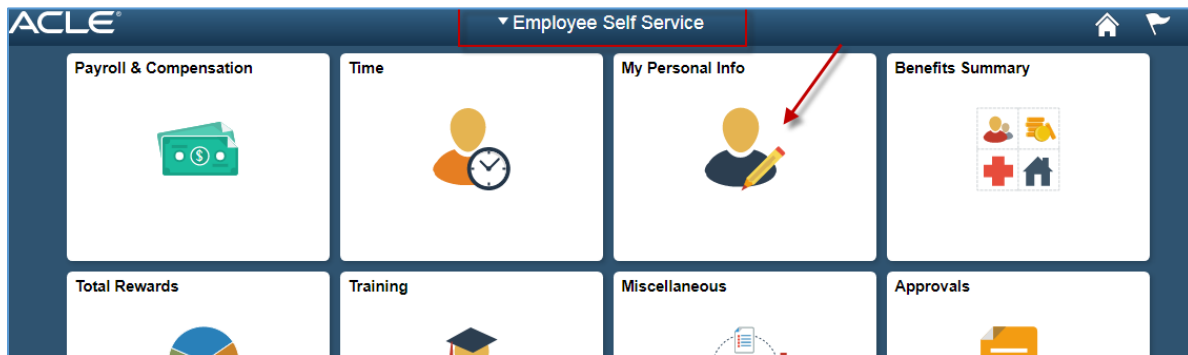


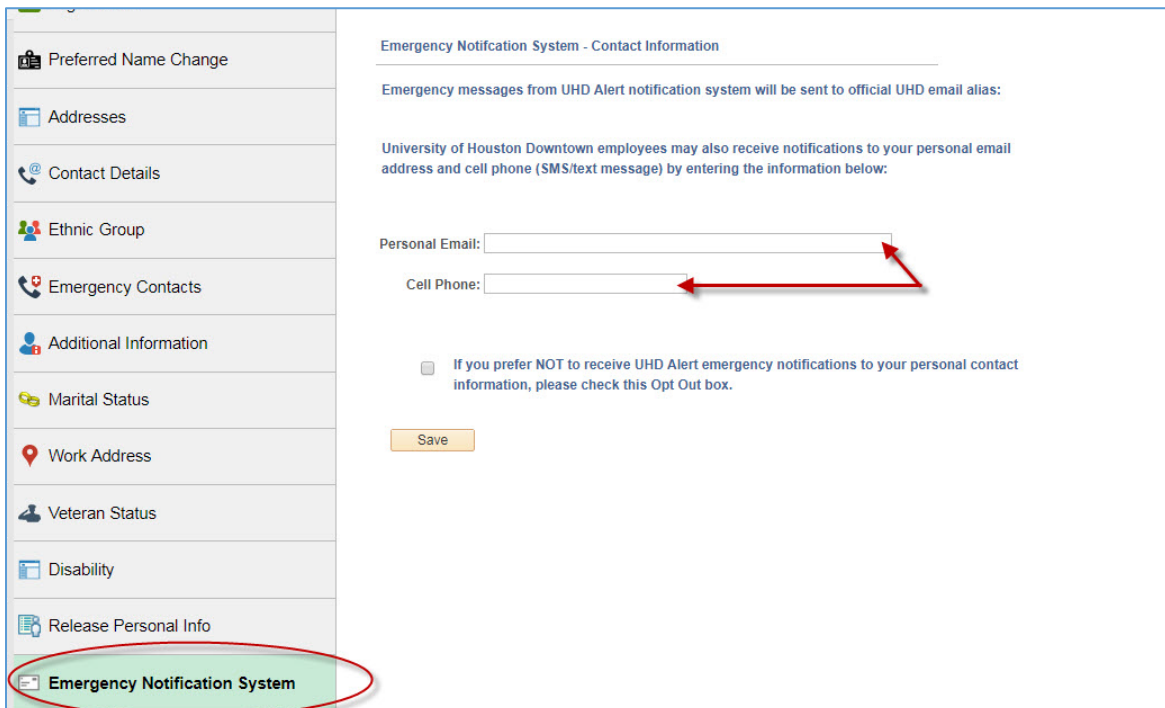
How to Update Your Faculty/Staff Emergency Contact Information

Employees should log on to P.A.S.S. and update/verify their emergency contact information in PeopleSoft. Follow these 5 easy steps:

1. Log into P.A.S.S via <https://hrprd.my.uh.edu/psp/hrprd/?cmd=login>
2. Toggle to **Employee Self Service Homepage.**
3. Click **My Personal Info** tile.



4. On the left side navigation pane, select **Emergency Notification System.**



5. Review and edit your personal contact information as needed.

Note: Please allow 24 hours for the information to be updated.