

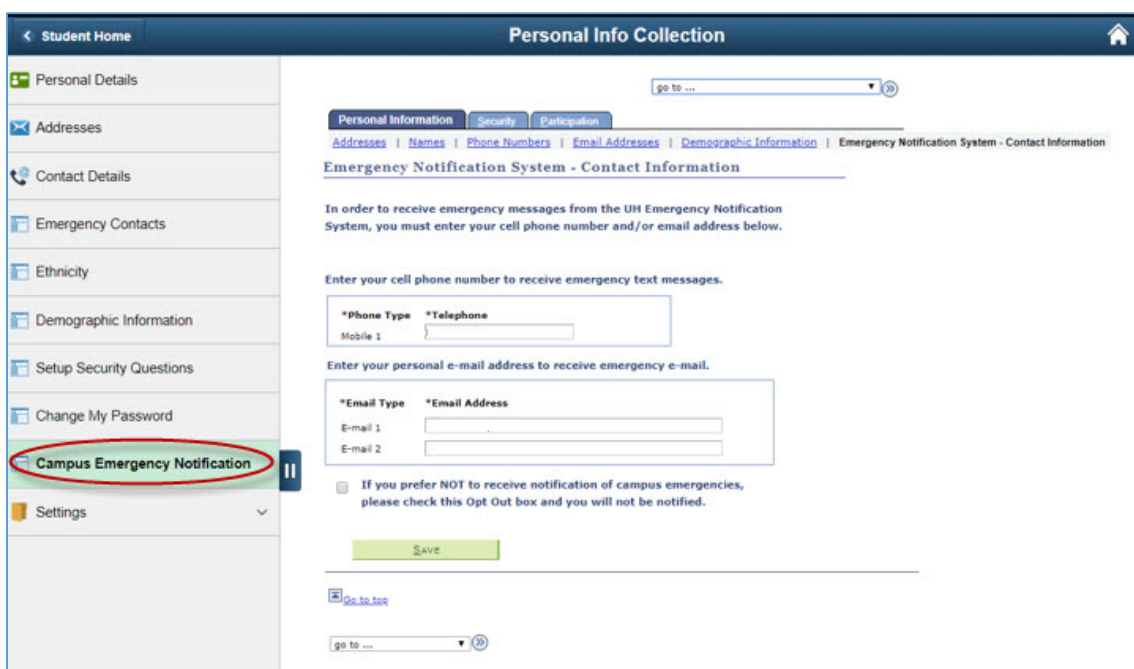
How to Update Your Student Emergency Contact Information

Students should log on to myUHD2.0 and update/verify their emergency contact information in PeopleSoft. Follow these steps:

1. Log into **myUHD2.0**.
2. Click on **Personal Information**.



3. Click on **Campus Emergency Notification**.



4. Edit/add cell phone number (mobile) as appropriate.
5. Edit/add email address as appropriate.
6. Click **Save** icon below.

Enter your personal e-mail address to receive emergency e-mails.

*Email Type	*Email Address
E-mail 1	<input type="text"/>
E-mail 2	<input type="text"/>

If you prefer NOT to receive notification of campus emergencies, please check this Opt Out box and you will not be notified.

SAVE

7. Confirm changes by clicking **ok**.
8. Click the **Sign Out** link in the upper right corner of the page when finished

Your information will be updated in your **myUHD2.0** self-service account and in UHD Emergency Notification System within 24 hours