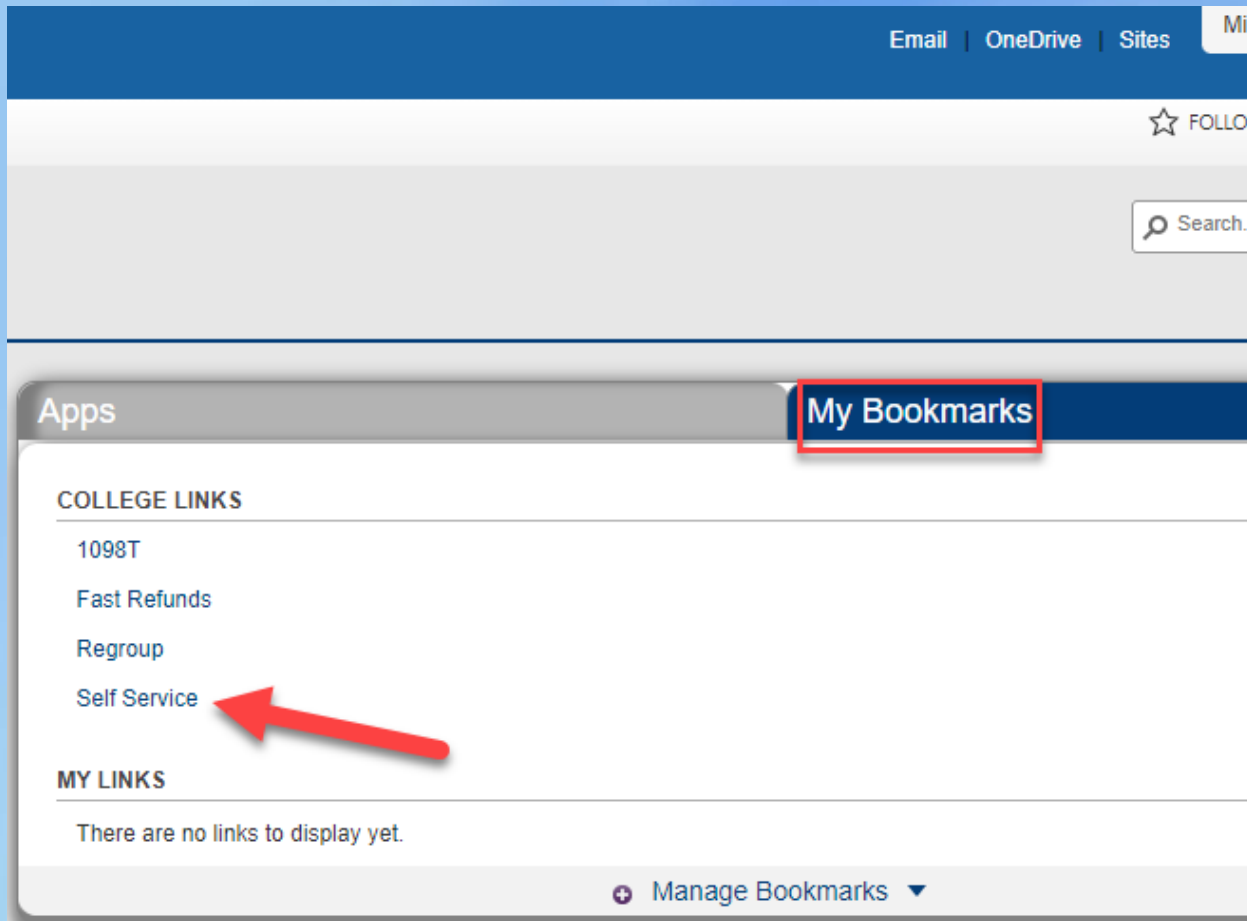
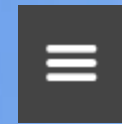


Updating Emergency Contact Information

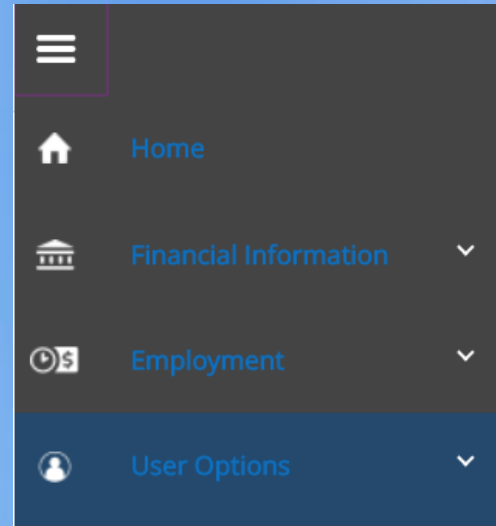
Once you have logged into The Hub, click on the **Self-Service** link located under **My Bookmarks** on the right side of the page.



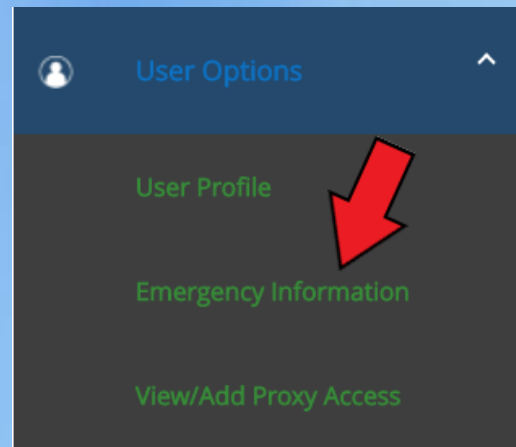
From the Self-service screen, click the menu icon in the upper-left corner



Click User Options



Click Emergency Information



You can now add or update emergency contact information.

The screenshot displays the user interface for Southeast Community College. At the top, the logo for Southeast Community College is visible on the left, and navigation icons for user profile, home, and help are on the right. The main content area is titled "Emergency Information" and includes a confirmation prompt: "Last Confirmed On: 7/23/2018" followed by "I confirm that this information is accurate and current as of today." and a "Confirm" button. Below this, the "Emergency Contacts" section features an "Add New Contact" button. A sidebar on the left contains icons for home, college, and user profile.