

## Update/Add Emergency Contact Information

### Step 1:

Click on the Self-Service Icon on your portal.

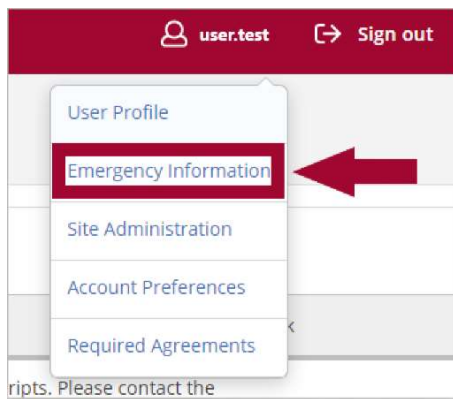


OR

Go to <https://myss.gmercyu.edu/Student>

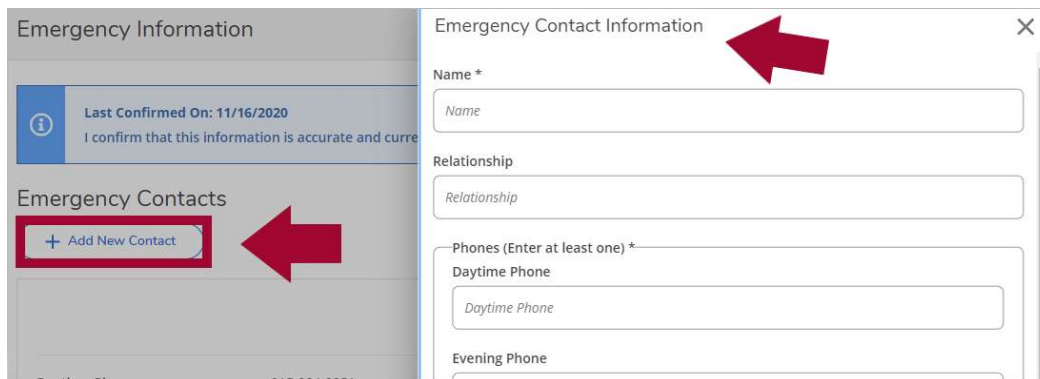
### Step 2:

Click on your username at the top right (near the sign out button), then click Emergency Information.



### Step 3:

Click Add New Contact



OR

You can update the contact by clicking the pencil icon.

