## HOW TO ADD AN EMERGENCY CONTACT
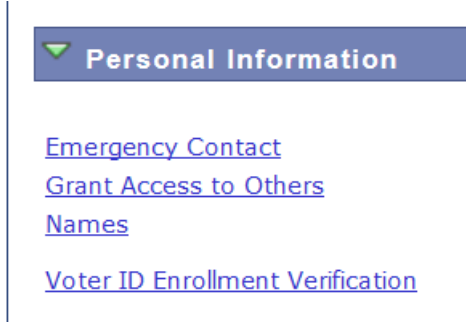
1) Log into TitanWeb.
2) On your Student Center, scroll down to Personal Information
3) Click on the Emergency Contact hyper link:

**▼ Personal Information**

Emergency Contact
Grant Access to Others
Names

Voter ID Enrollment Verification

4) Add an Emergency Contact

**ADD AN EMERGENCY CONTACT**

5) Enter in the Contact Name, Relationship

## Emergency Contacts

## Emergency Contact Detail

**\*Contact Name**

**\*Relationship**          Other                ▼

6) Enter in Contact's Address:

**Contact's Address**

☐ **Same Address as Individual**

**Country**     United States
**Address**

Edit Address

Enter in the Phone number of the Emergency Contact (International students, please enter a domestic/American emergency contact AND a foreign emergency contact; when entering the international phone number make sure to add the international calling code to the phone number: (*https://www.internationalcitizens.com/international-calling-codes/*)

**Contact's Phone**

☐ Same Phone as Individual

Phone [                    ]     Extension [        ]     Country [     ]

**Other Telephone Numbers**

| *Phone Type | Phone Number | Extension | Country | |
|---|---|---|---|---|
| | | | | |

ADD A PHONE NUMBER

SAVE

7) SAVE and Add another emergency contact if necessary.