

Updating Your Emergency Contacts

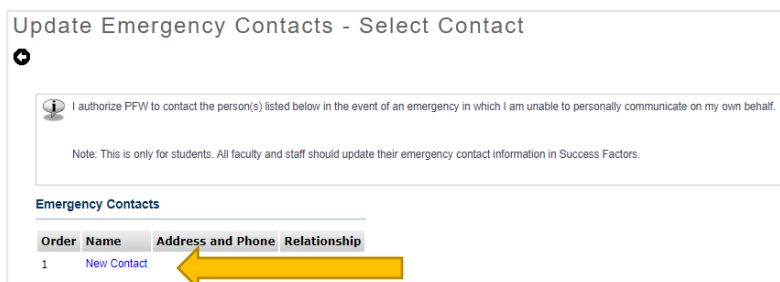
Step 1

- Log into goPFW <https://go.pfw.edu>
- On the HOME tab, you will find the Update Emergency Contacts link in the Personal Information channel. To find this channel, look in the right-hand column. It is the 2nd box down.



Step 2

- You are now on the Update Emergency Contacts – Select Contact page. Click on New Contact.



Step 3

- Purdue Fort Wayne would like you to provide **Relationship, First Name, Last Name, Area Code, and Phone Number**. When you have entered this information, please click Submit Changes.

Update Emergency Contacts

Enter a new emergency contact below. When finished, click Submit Changes.

Remove Contact:

Order: 1

Relationship: Not Applicable

First Name:

Middle Name:

Last Name:

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province: Not Applicable

Zip or Postal Code:

Country: Not Applicable

Telephone: Area Code Phone Number Extension

Submit Changes Reset

Required Fields: Order, Relationship, First Name, Last Name, Area Code, and Phone Number. Click Submit Changes when you are done.

Step 4

- You should see your first emergency contact. Purdue Fort Wayne would like you to provide **at least 2 Emergency Contacts**. (you can list up to 6 in total) You can also update the Order, PFW will call the first contact listed first and so on down the list. To add your next Emergency Contact, **click on New Contact**. Repeat Step 3.

Update Emergency Contacts - Select Contact

I authorize PFW to contact the person(s) listed below in the event of an emergency in which I am unable to personally communicate on my own behalf.

Note: This is only for students. All faculty and staff should update their emergency contact information in Success Factors.

Emergency Contacts

Order	Name	Address and Phone	Relationship
1	Brother John	260 3335555	Brother
2	New Contact		

Step 5 - All Done!

- When you have 2 Emergency Contacts listed, you are all done! Please verify all the information is correct. If you need to update or add an additional contact, you can do so at any time, using these same instructions.

Update Emergency Contacts - Select Contact

I authorize PFW to contact the person(s) listed below in the event of an emergency in which I am unable to personally communicate on my own behalf.

Note: This is only for students. All faculty and staff should update their emergency contact information in Success Factors.

Emergency Contacts

Order	Name	Address and Phone	Relationship
1	Brother John	260 3335555	Brother
2	Sister Beth	260 4445555	Sister