

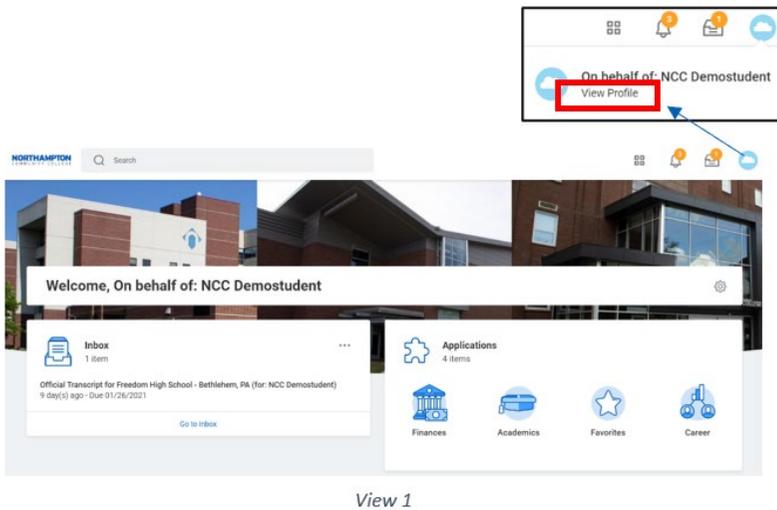


Change Contact Information

Overview

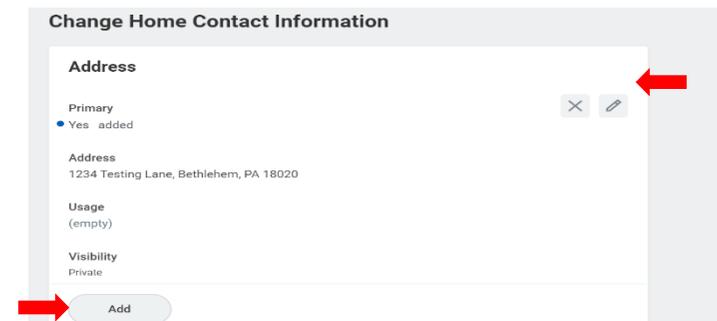
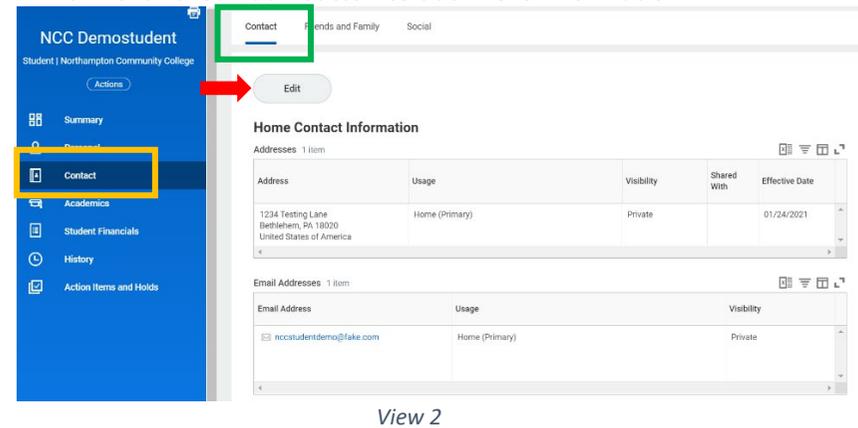
Change and/or add your home contact information such as address, phone number, and email. Friends & family can be added as emergency contacts.

1. From your Landing/Home Page, click on the cloud in the upper right corner, then click “View Profile”. (View 1)



2. From the blue panel on the left side, choose “Contact” (View 2.)

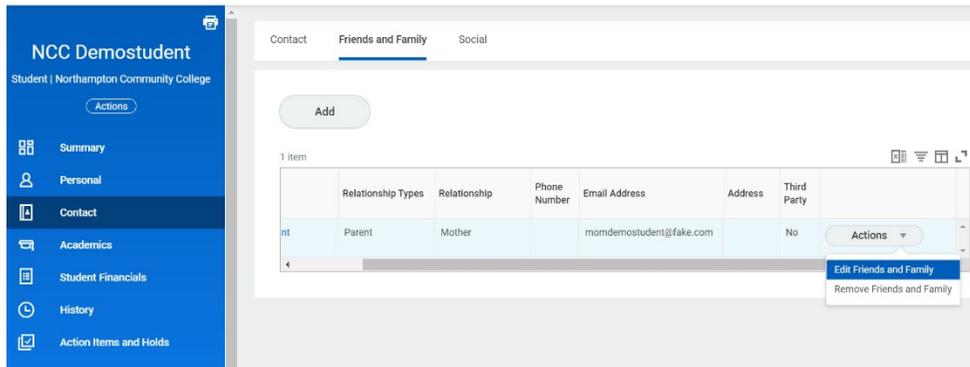
3. Navigate to the desired information using the page headers (View 2).
4. Edit or Update Contact Information.
 - a. click the “Edit” button, then the “Pencil” to change information
 - b. Click the “Add” button to add more information.





Change Contact Information

- 5. Add or Edit Friends and Family – Emergency contact.
 - a. Click the “Add” button
 - b. Choose “Emergency Contact” from the drop-down menu
 - c. Complete the fields under the “Name” tab
 - d. Under the “Contact” tab enter contact information for your Friends or Family
 - e. Click “OK” after completing “Name” and “Contact Information”



Add My Friends and Family

For NCC Demostudent

Relationship Types *

Relationship

Is Third Party User

Name Contact Information

Country *

Prefix

Add My Friends and Family

For NCC Demostudent

Relationship Types *

Relationship

Is Third Party User

Name Contact Information

Country *

Emergency Contact

Legacy

Legal Guardian

Next of Kin

Parent

Proxy

Recommender