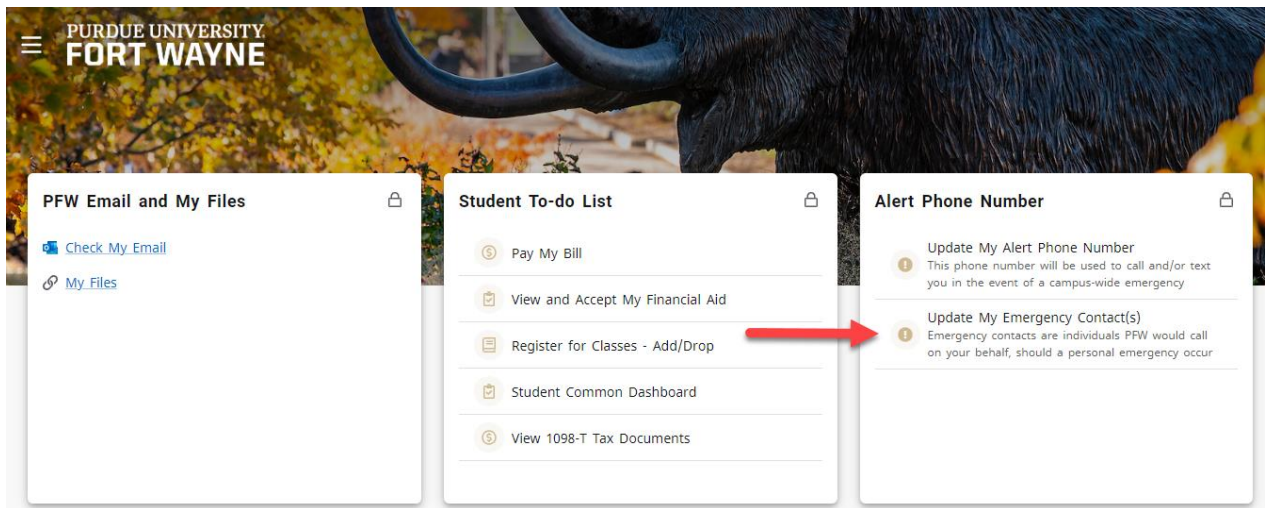


## Updating Your Emergency Contacts

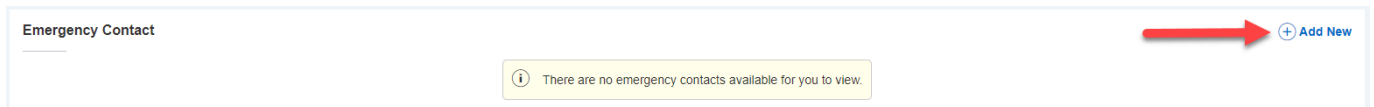
### Step 1

- 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 2<sup>nd</sup> 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**.

Add Emergency Contact ×

Order  
1

First Name  
Enter First Name

Middle Name  
Enter Middle Name

Last Name  
Enter Last Name

Relationship  
Select Relationship

Phone Number  
Area Code Phone Number Extension

Email  
Enter Email Address

Address Line 1  
Enter Address Line 1

Address Line 2  
Enter Address Line 2

Address Line 3  
Enter Address Line 3

Address Line 4  
Enter Address Line 4

City  
Enter City

State/Province  
Select State

Zip/Postal Code  
Enter Zip Code

Country  
Select Country

Add

Required Fields: Order, Relationship, First Name, Last Name, Area Code, and Phone Number. **Click Add** 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.

**Emergency Contact**

1. John Smith  
Neighbor  
Phone: 260 111 2222  
Email:

2. Jane Smith  
Significant Other  
Phone: 260 111 2222  
Email:

#### 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 the buttons below.

**Emergency Contact**

1. John Smith  
Neighbor  
Phone: 260 111 2222  
Email:

2. Jane Smith  
Significant Other  
Phone: 260 111 2222  
Email: