



Office of the Registrar

Manage Emergency Contacts

How to add and update your emergency contacts

Step 1




Add/Update Emergency Contacts

THE UNIVERSITY OF ARIZONA

UAccess
STUDENT CENTER

WILBUR WIL
STUDENT ID: 0000

PERSONAL ▾ ENROLLMENT ▾ ADVISING ▾ ACADEMIC RECORD ▾ FINANCIAL AID ▾ BURSAR ACC

Personal Summary 
Guest Manager
Campus Health Options
Campus Health Info 
Veteran Benefit Certification
Meal Plan 

Welcome to the redesigned Student Center!

Get started: [Manage Personal Information](#) | [Class Search](#) | [Grades](#)

Enrollment Dates

Spring 2021
Shopping carts will be available for students who are eligible to enroll for this term.

Summer 2020
Enrollment Open: [ENROLL NOW](#)

Spring 2020
Enrollment Open: [ENROLL NOW](#)

A red arrow points to the 'Personal Summary' menu item.



Navigate to the **Personal** menu, click **Personal Summary**.

Step 2

Add/Update Emergency Contacts

UAccess
STUDENT CENTER

WILBUR WILD
STUDENT ID: 00000

PERSONAL ▾ ENROLLMENT ▾ ADVISING ▾ ACADEMIC RECORD ▾ FINANCIAL AID ▾ BURSAR ACCO

Home / Personal Summary

Personal Summary

Manage your personal information and account access

Personal Information Summary

View and update your preferred name, pronoun, contact information, and emergency contacts

Permanent Wilma Avenue Tucson, AZ	Mailing Wilma Avenue Tucson, AZ	Cell Phone 520/626-8324	UA Official Email wilburwildcat@email
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UPDATE INFORMATION



Select the **Update Information** button on the Personal Summary page.

Step 3

Add/Update Emergency Contacts


[EXPAND ALL](#) [C](#)

Addresses >

View and manage your home and mailing addresses

Phone Numbers >

View and manage your phone numbers

Emergency Contacts > 

View and manage your emergency contacts

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Select **Emergency Contacts** to expand the section.



Step 4

Add/Update Emergency Contacts

Emergency Contacts ▼


Below is a list of your emergency contacts. To edit the information for a contact, select the Edit button. To add a contact, select the Add an Emergency Contact button.

**Wilma Wildcat**
Friend
520/555-5551
Wilmawildcat@arizona.edu
✓ Primary



I have completed the review of my emergency contact(s)

ADD AN EMERGENCY CONTACT





Select the **Add An Emergency Contact button** to add a new contact.

To edit an existing contact, click on the pencil icon next to that contact.

To delete an existing contact, click on the trash can icon next to that contact.

Step 5

Add/Update Emergency Contacts

Edit Emergency Contact


Emergency Contact Detail

Contact Name*

Relationship*

Contact's Address

Same Address as Individual

United States 

Contact's Phone


Same Phone as Individual

Phone


Extension

Country Code

Other Telephone Numbers



Email Address



Fill in the information for your new Emergency Contact.
Click **Save**.



Office of the Registrar

**We hope you found
this tutorial helpful!**

If you need additional support,
please contact us at:

reghelp@arizona.edu

520-631-3113

For more information, visit our website:

<https://www.registrar.arizona.edu/students>