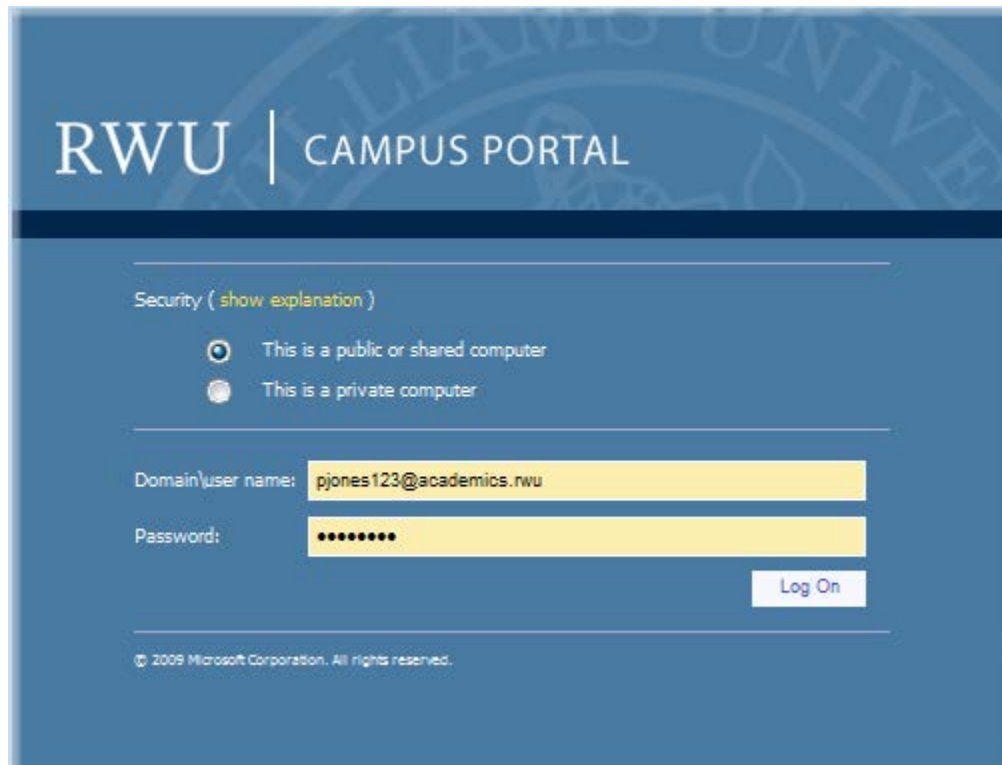


## Updating Emergency Contact Info via myRWU February 2014

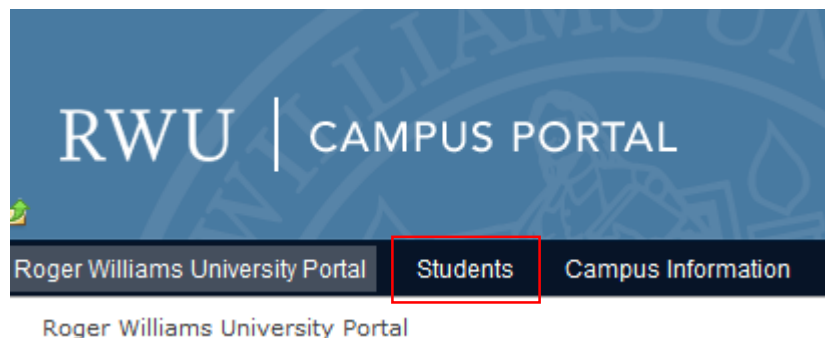
Logging into myRWU (also known as the Campus Portal) and updating your emergency contact information is slightly different for students, faculty and employees. Please see the appropriate instructions for your login below. Everyone will login using the web address of: <https://portal.rwu.edu>.

**For students:** (If your name is Peter Jones, your user name will look like the example below.)



The screenshot shows the RWU Campus Portal login interface. At the top, the text "RWU | CAMPUS PORTAL" is displayed. Below this, there is a "Security ( show explanation )" section with two radio buttons: "This is a public or shared computer" (selected) and "This is a private computer". Underneath, there are two input fields: "Domain/user name:" with the text "pjones123@academics.rwu" and "Password:" with masked characters "\*\*\*\*\*". A "Log On" button is located to the right of the password field. At the bottom left, there is a small copyright notice: "© 2009 Microsoft Corporation. All rights reserved."

Login into myRWU with credentials similar to the above screen.

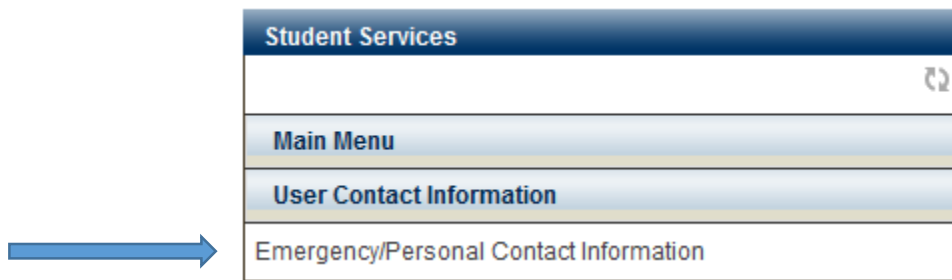


Click on the Students link.

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On the left side of the screen under the Student Services menu, click on the User Contact Information tile.



Click on Emergency/Personal Contact Information.

---

Emergency Contact Information:	
Emergency Contact Name #1:	<input type="text"/>
Relationship:	<input type="text" value="Mother"/> ▼
Emergency Contact Cell Phone:	401- <input type="text"/>
Emergency Contact Home Phone:	<input type="text"/>
Emergency Contact Work Phone:	401- <input type="text"/>

---

Additional Emergency Contact Information (if so desired):	
Emergency Contact Name #2:	<input type="text"/>
Relationship:	<input type="text" value="Father"/> ▼
Emergency Contact#2 Cell Phone:	401- <input type="text"/>
Emergency Contact#2 Home Phone:	<input type="text"/>
Emergency Contact#2 Work Phone:	<input type="text"/>

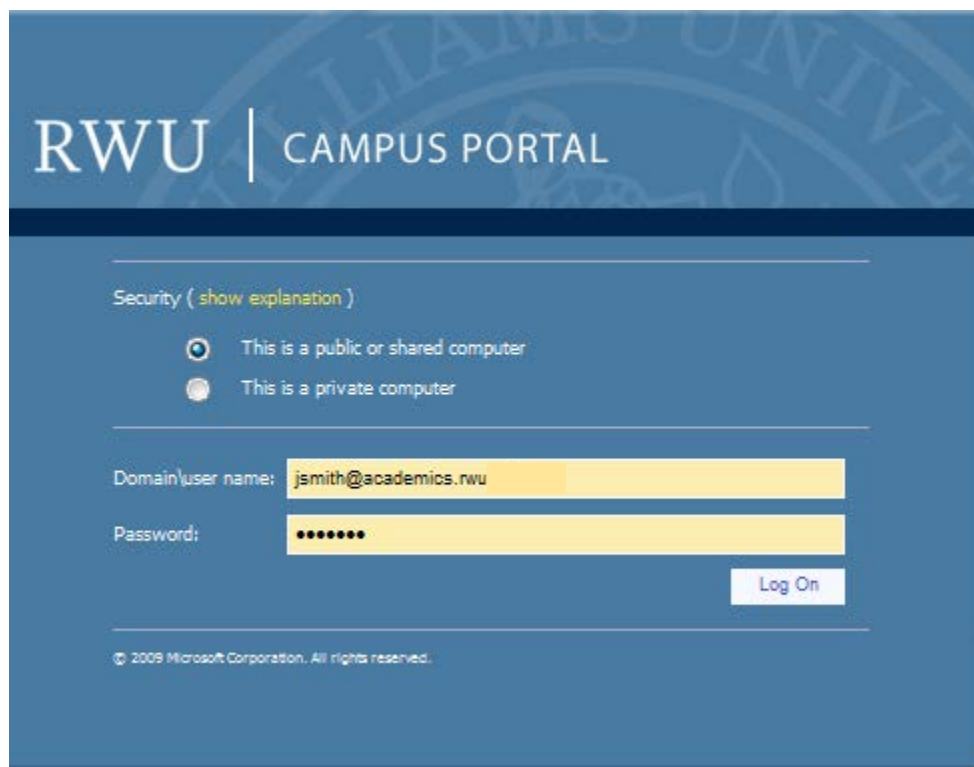
Scroll down until you see Emergency Contact Information. Type your information in the appropriate area and click

**SUBMIT**

Submit.

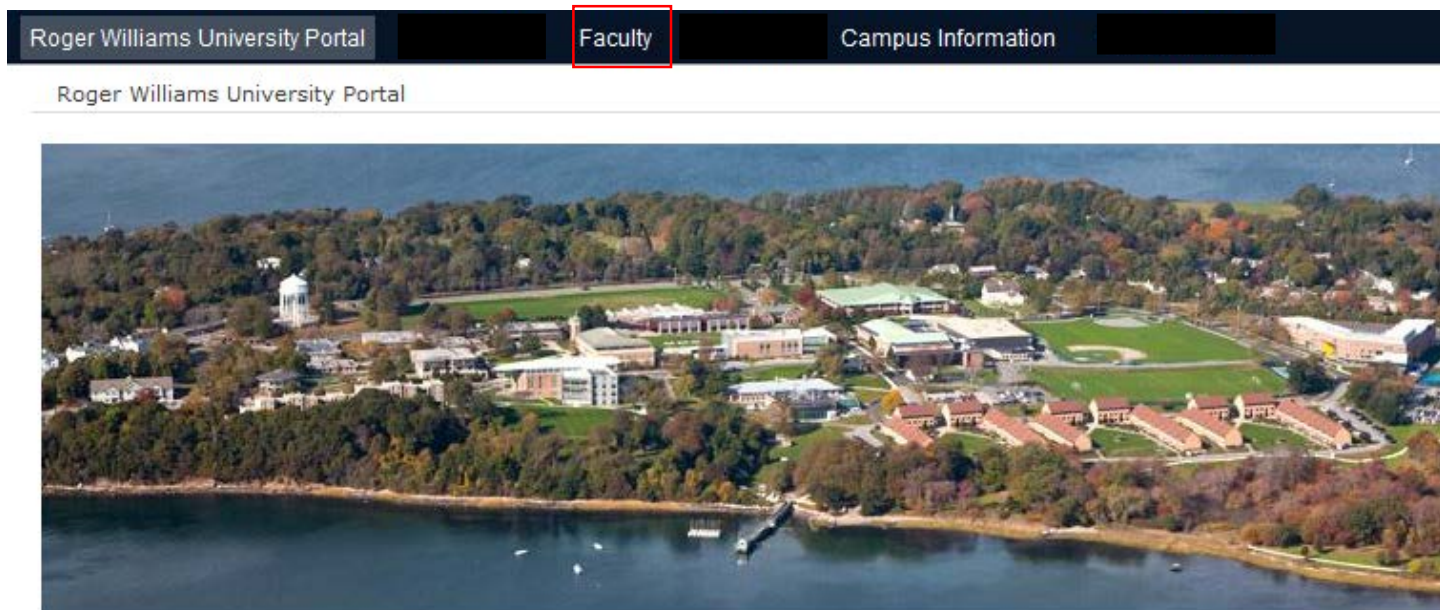
**Updating Emergency Contact Info via myRWU**  
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**For Faculty:** (If your name is Jane Smith, your user name will look like the example below.)



The image shows the RWU Campus Portal login interface. At the top, it says "RWU | CAMPUS PORTAL". Below this, there is a "Security ( show explanation )" section with two radio buttons: "This is a public or shared computer" (selected) and "This is a private computer". Underneath, there are two input fields: "Domain\user name:" with the text "jsmith@academics.rwu" and "Password:" with masked characters. A "Log On" button is to the right of the password field. At the bottom, it says "© 2009 Microsoft Corporation. All rights reserved."

Login into myRWU with credentials similar to the above screen.



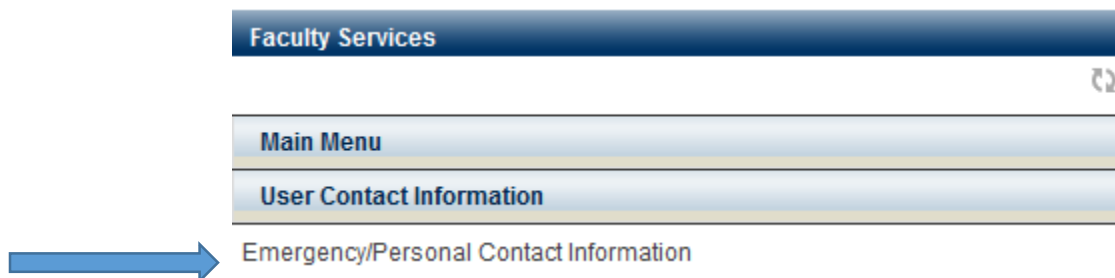
Click on the Faculty link.

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The screenshot shows a vertical menu titled "Faculty Services" with a refresh icon. The menu items are: Academic Registration, User Contact Information, Faculty Information, Budgeting, and Employee Profile. A blue arrow points to the "User Contact Information" item.

On the left side of the screen under the Faculty Services menu, click on User Contact Information.



The screenshot shows a sub-menu titled "Faculty Services" with a refresh icon. The menu items are: Main Menu, User Contact Information, and Emergency/Personal Contact Information. A blue arrow points to the "Emergency/Personal Contact Information" item.

Click on Emergency/Personal Contact Information.

---

**Emergency Contact Information:**

Emergency Contact Name #1:

Relationship:

Emergency Contact Cell Phone:

Emergency Contact Home Phone:

Emergency Contact Work Phone:

---

**Additional Emergency Contact Information (if so desired):**

Emergency Contact Name #2:

Relationship:

Emergency Contact#2 Cell Phone:

Emergency Contact#2 Home Phone:

Emergency Contact#2 Work Phone:

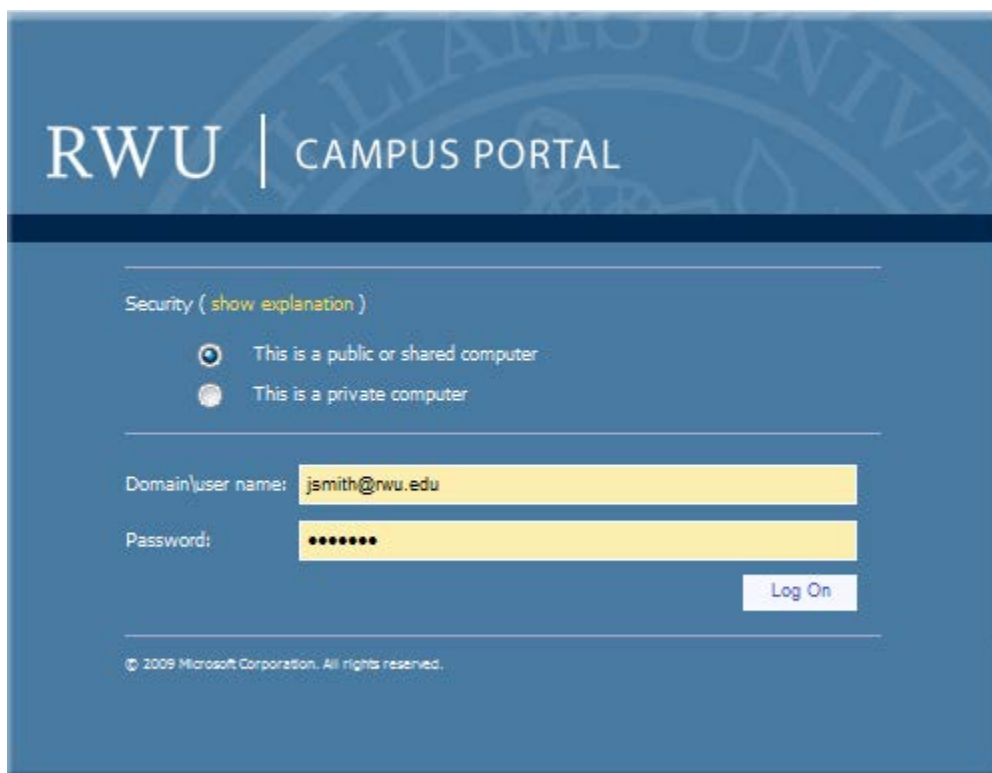
---



Scroll down until you see Emergency Contact Information. Type your information in the appropriate area and click Submit.

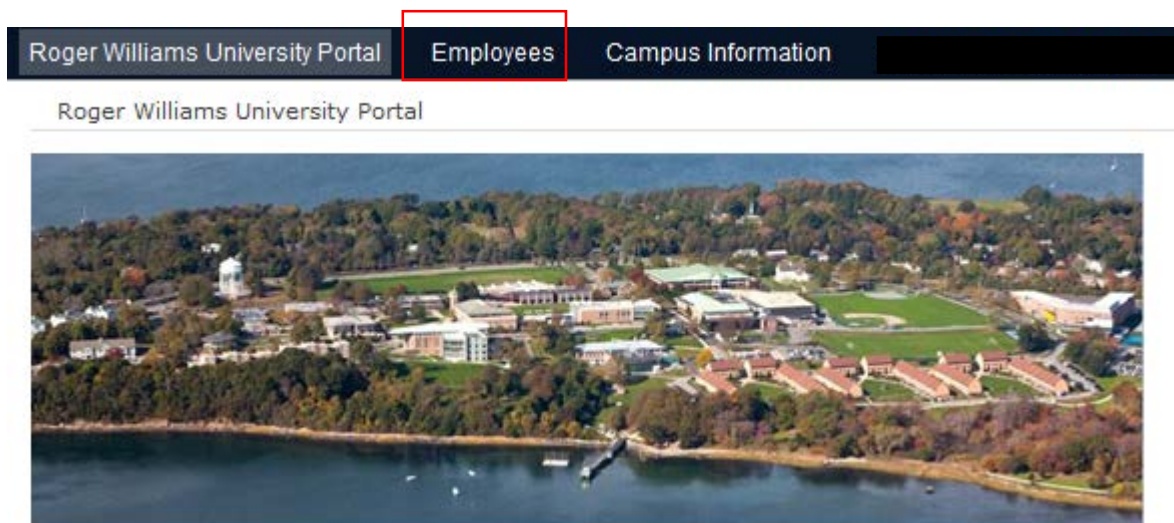
## Updating Emergency Contact Info via myRWU February 2014

**For Employees:** (If your name is John Smith, your user name will look like the example below.)



The image shows the RWU Campus Portal login interface. At the top, the text "RWU | CAMPUS PORTAL" is displayed against a blue background with a faint university seal. Below this, there is a "Security" section with a link to "show explanation". Two radio buttons are present: "This is a public or shared computer" (selected) and "This is a private computer". Below the security options, there are two input fields: "Domain\user name:" with the example "jsmith@rwu.edu" and "Password:" with masked characters. A "Log On" button is located to the right of the password field. At the bottom, a small copyright notice reads "© 2009 Microsoft Corporation. All rights reserved."

Login into myRWU with credentials similar to the above screen.

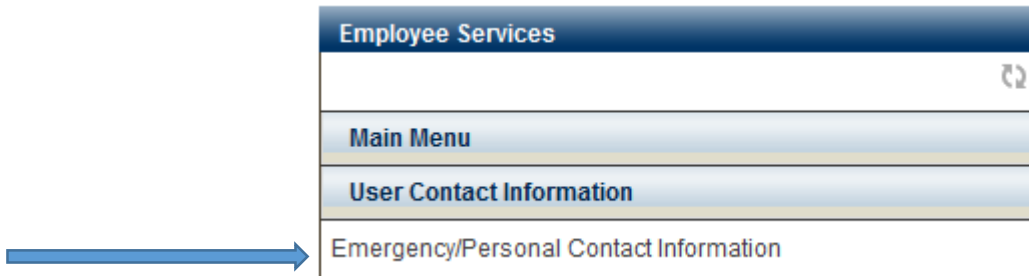


Click on Employees link.

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On the right side of the screen under the Employee Services menu, click on User Contact Information.



Click on Emergency/Personal Contact Information.

---

Emergency Contact Information:	
Emergency Contact Name #1:	<input type="text"/>
Relationship:	<input type="text" value="Companion"/>
Emergency Contact Cell Phone:	<input type="text"/>
Emergency Contact Home Phone:	<input type="text"/>
Emergency Contact Work Phone:	<input type="text"/>

---

Additional Emergency Contact Information (if so desired):	
Emergency Contact Name #2:	<input type="text"/>
Relationship:	<input type="text" value="Mother"/>
Emergency Contact#2 Cell Phone:	<input type="text"/>
Emergency Contact#2 Home Phone:	508- <input type="text"/>
Emergency Contact#2 Work Phone:	<input type="text"/>

---

**SUBMIT**

Scroll down until you see Emergency Contact Information. Type your information in the appropriate area and click Submit.