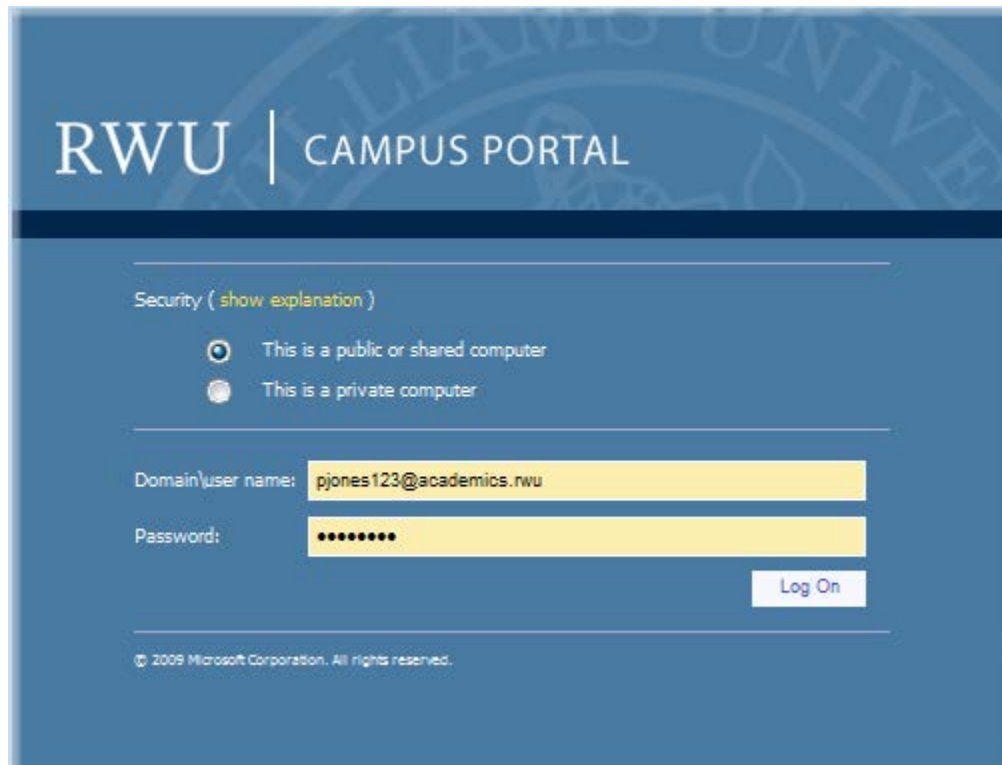**Updating Emergency Contact Info via myRWU**
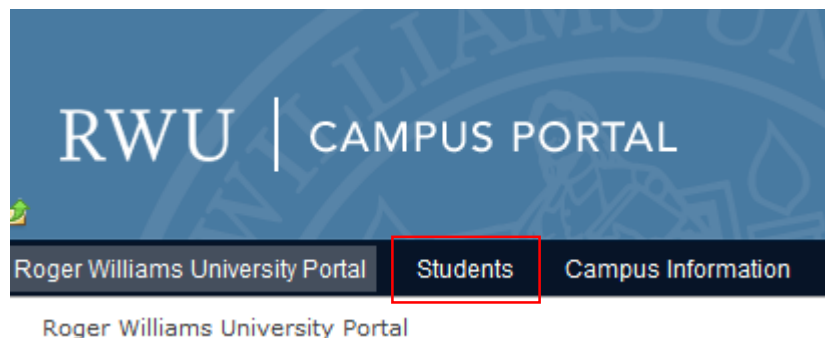**February 2014**

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.)

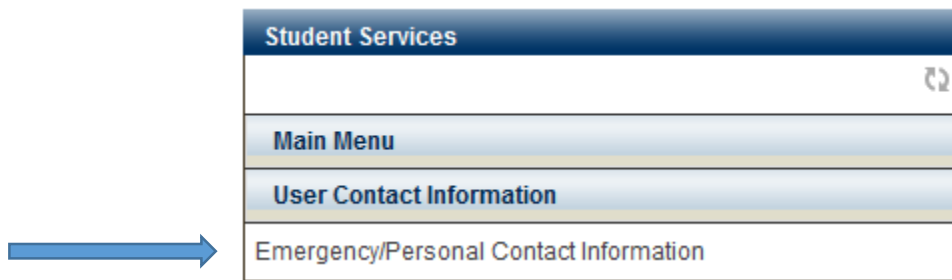Login into myRWU with credentials similar to the above screen.

Click on the Students link.

Updating Emergency Contact Info via myRWU
February 2014

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.

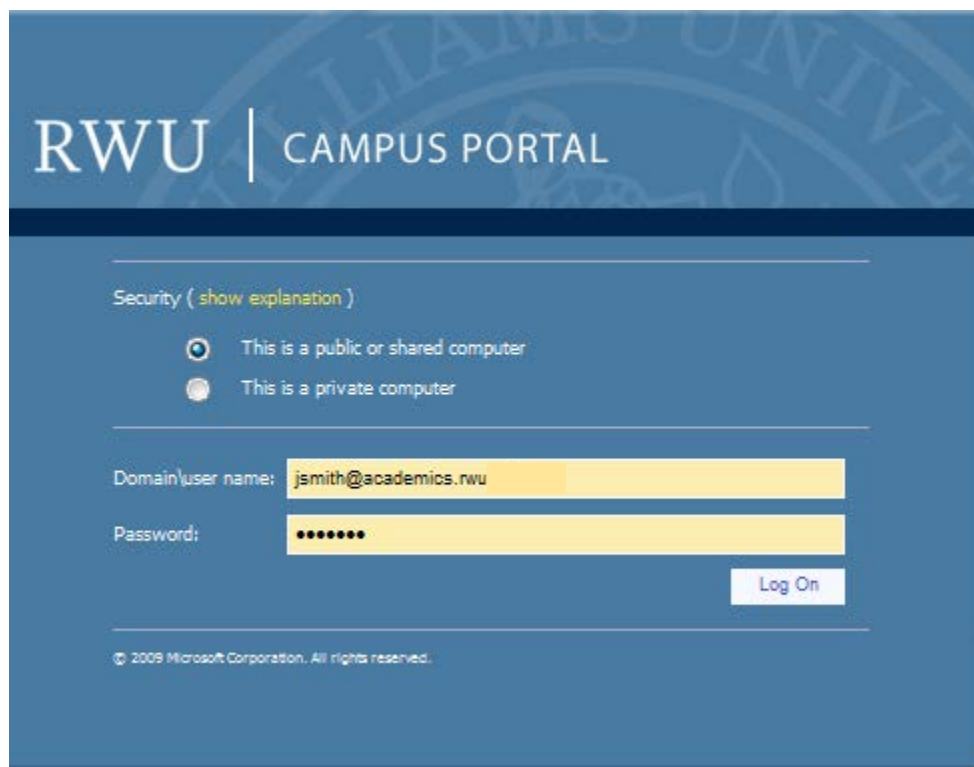Scroll down until you see Emergency Contact Information. Type your information in the appropriate area and click
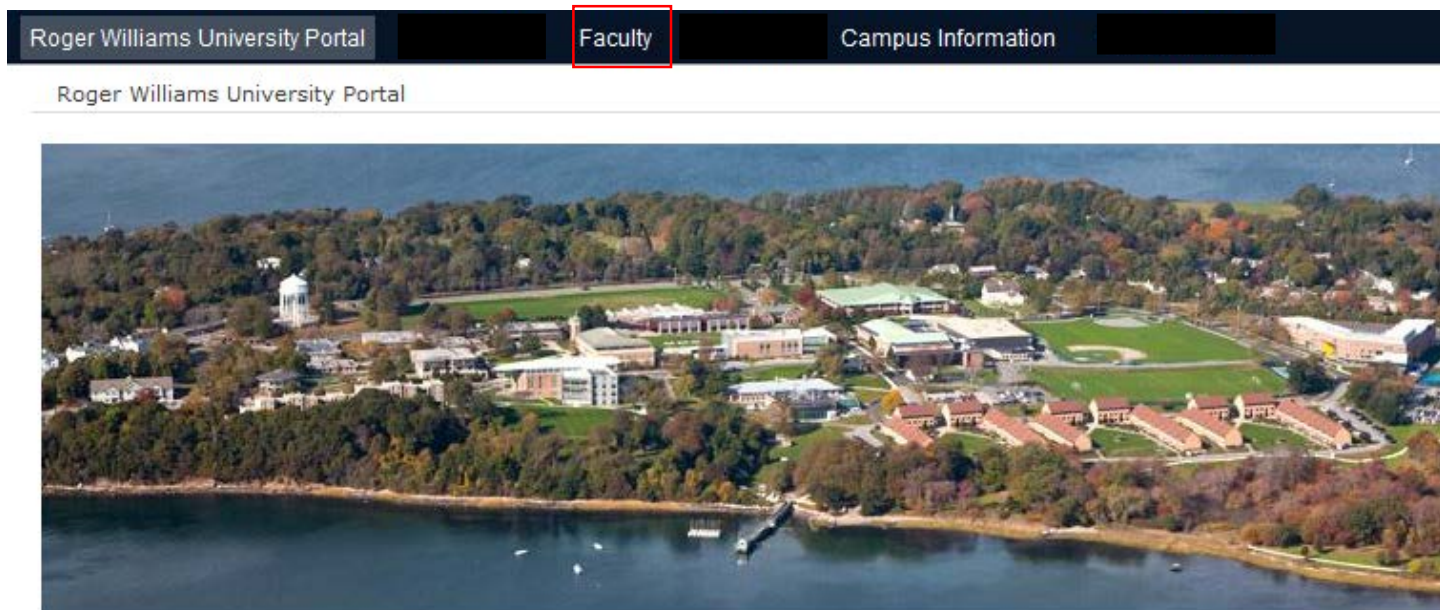
Submit. **SUBMIT**

For Faculty: (If your name is Jane Smith, your user name will look like the example below.)

Login into myRWU with credentials similar to the above screen.
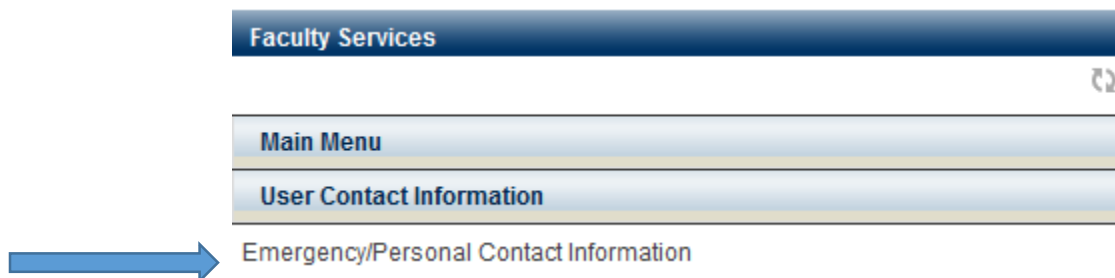
Click on the Faculty link.

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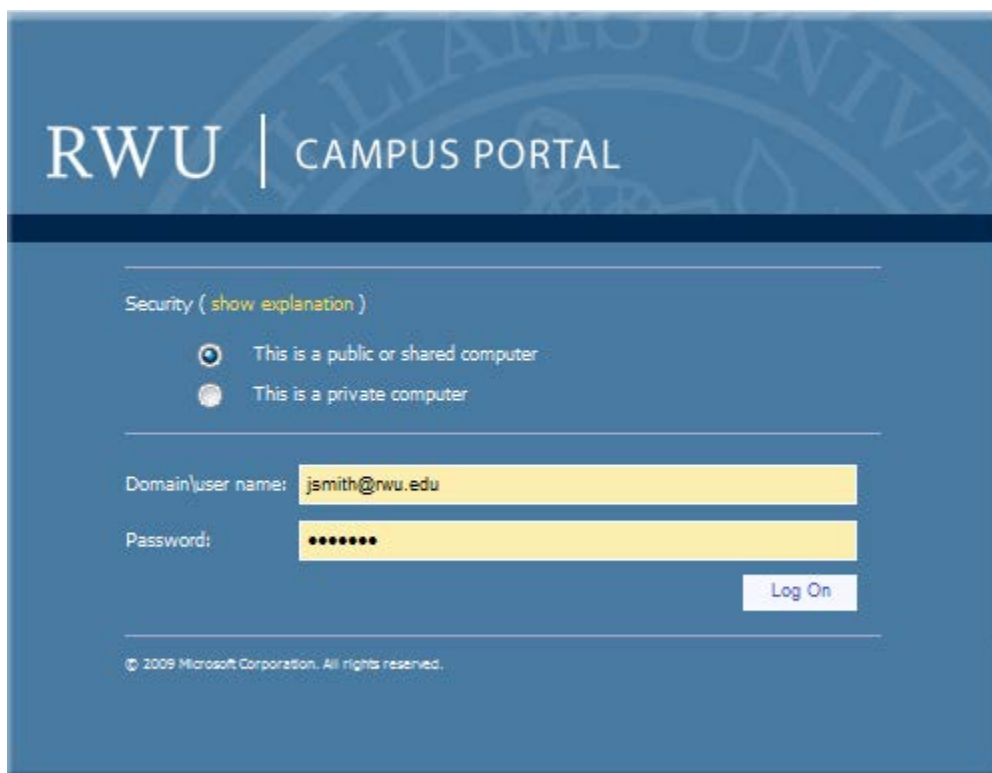

Click on Emergency/Personal Contact Information.

Scroll down until you see Emergency Contact Information. Type your information in the appropriate area and click Submit.
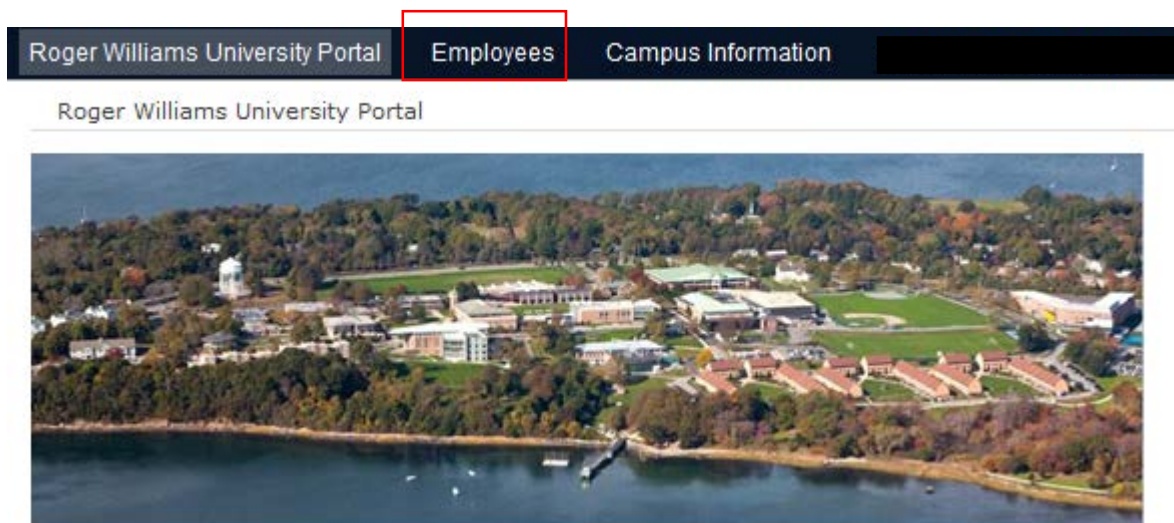
For Employees: *(If your name is John Smith, your user name will look like the example below.)*

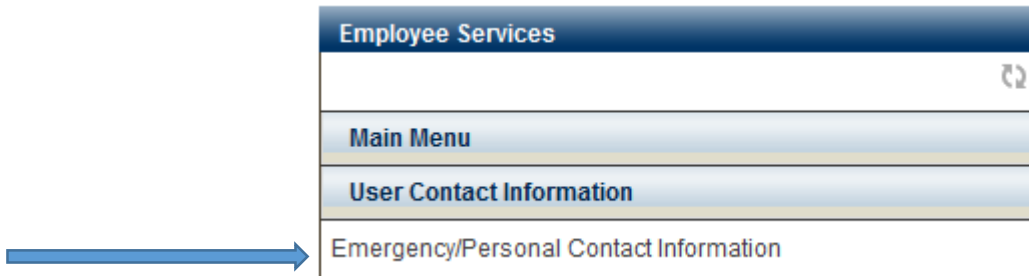Login into myRWU with credentials similar to the above screen.

Click on Employees link.

Updating Emergency Contact Info via myRWU
February 2014

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

Click on Emergency/Personal Contact Information.

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