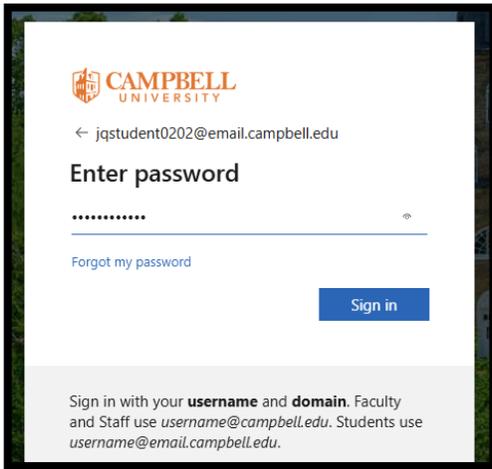


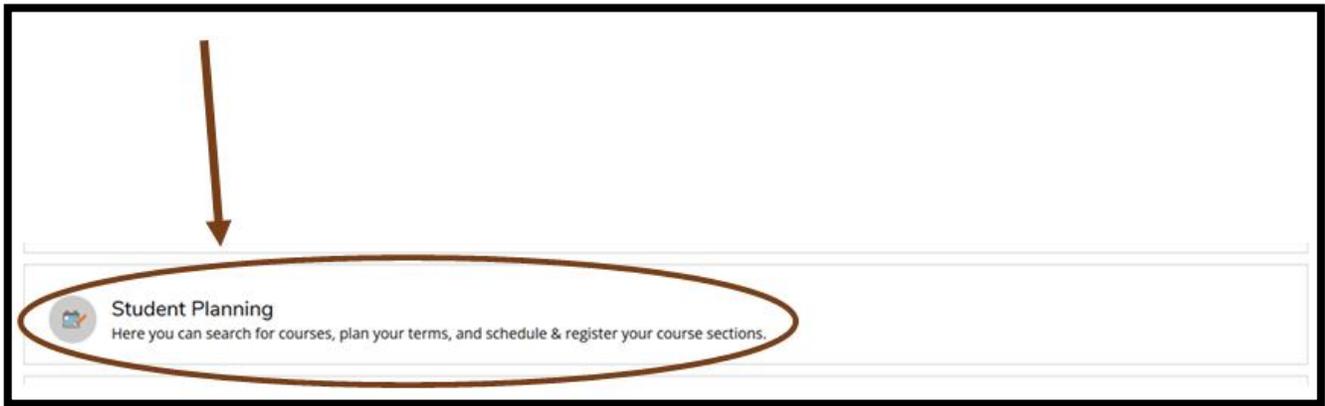
## Confirming/Updating Emergency Contact Information during Registration

1. Log in to Self Service with your username and password.

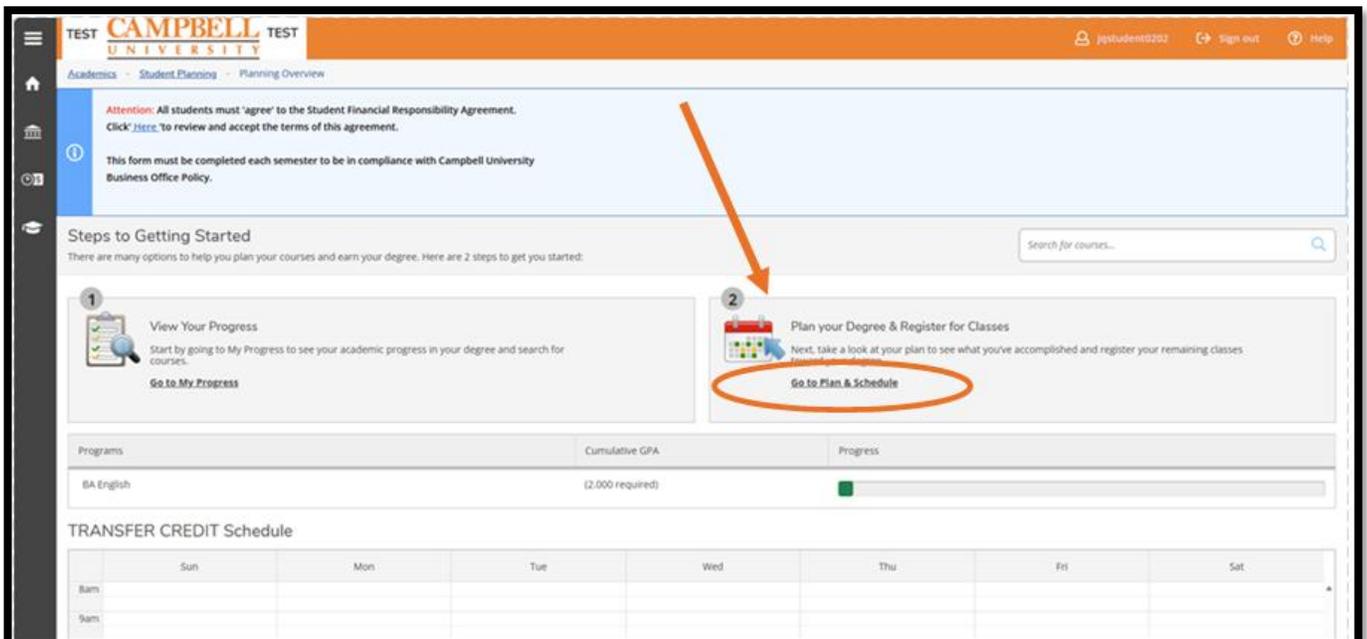


The image shows the Campbell University login page. At the top left is the Campbell University logo. Below it, the email address 'jqstudent0202@email.campbell.edu' is displayed with a back arrow. The main heading is 'Enter password' followed by a password input field with a strength indicator. A 'Forgot my password' link is below the field. A blue 'Sign in' button is at the bottom right. At the bottom, there is a note: 'Sign in with your **username** and **domain**. Faculty and Staff use *username@campbell.edu*. Students use *username@email.campbell.edu*.'

2. Click on "Student Planning"



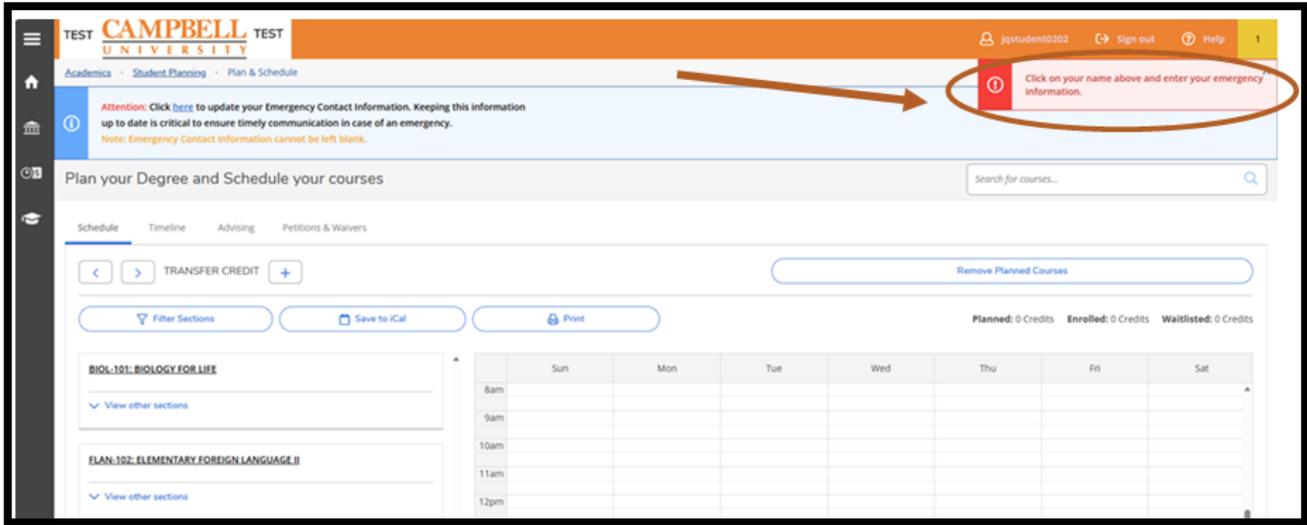
3. Click on "Go to Plan & Schedule" Under Plan Your Degree & Register for Classes



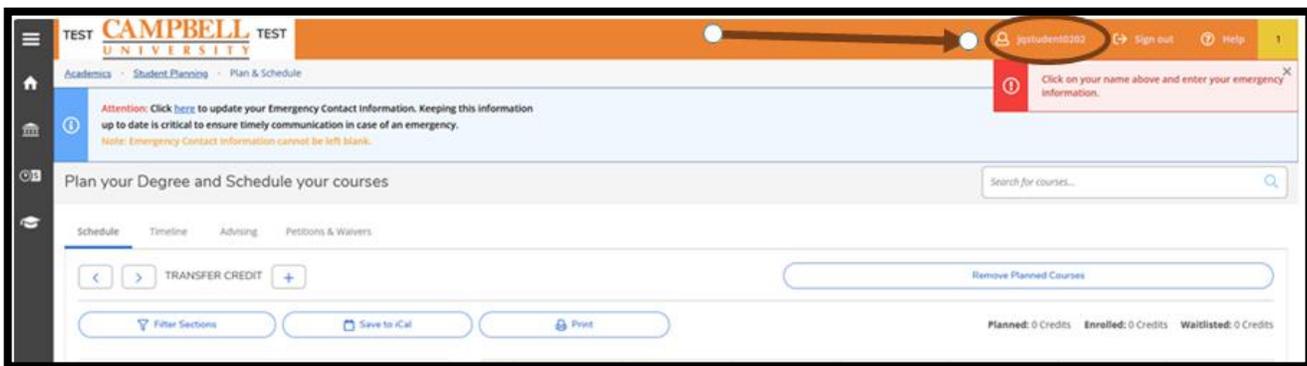
The image shows the Campbell University Student Planning dashboard. At the top is the header with the Campbell University logo and the user 'jqstudent0202'. Below the header are navigation links for 'Academics' and 'Student Planning'. A blue banner contains an attention message about the Student Financial Responsibility Agreement. Below this is a 'Steps to Getting Started' section with two steps: '1 View Your Progress' and '2 Plan your Degree & Register for Classes'. The '2' step is circled in orange, and a brown arrow points to the 'Go to Plan & Schedule' link within it. Below the steps is a progress bar for 'BA English' with a cumulative GPA of '(2.000 required)'. At the bottom is a 'TRANSFER CREDIT Schedule' table with columns for days of the week (Sun-Sat) and rows for 8am and 9am.

|     | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|-----|
| 8am |     |     |     |     |     |     |     |
| 9am |     |     |     |     |     |     |     |

4. If it has been more than 30 days since you last confirmed your emergency contact information or you have not yet entered any emergency contact information you will see a red banner at the top right of the screen stating, "Click on your name above and enter your emergency information."

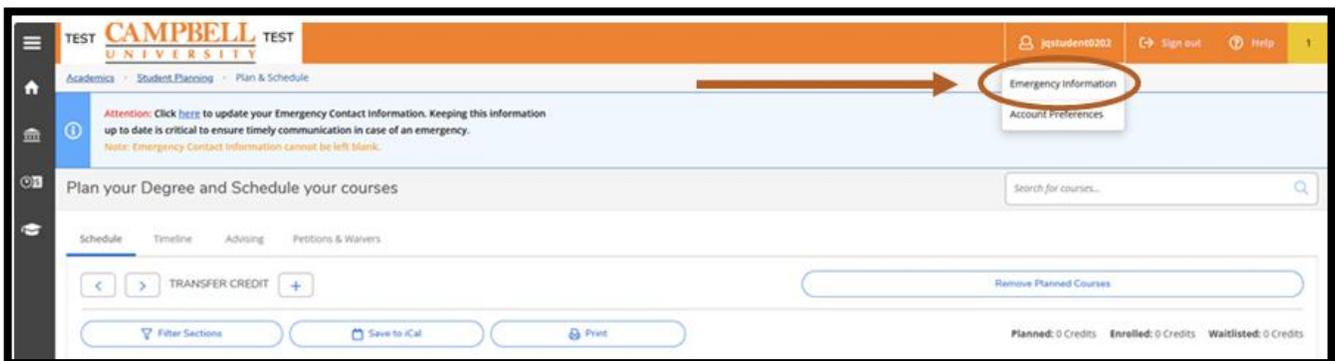


Click on your name from the top right corner of the screen:



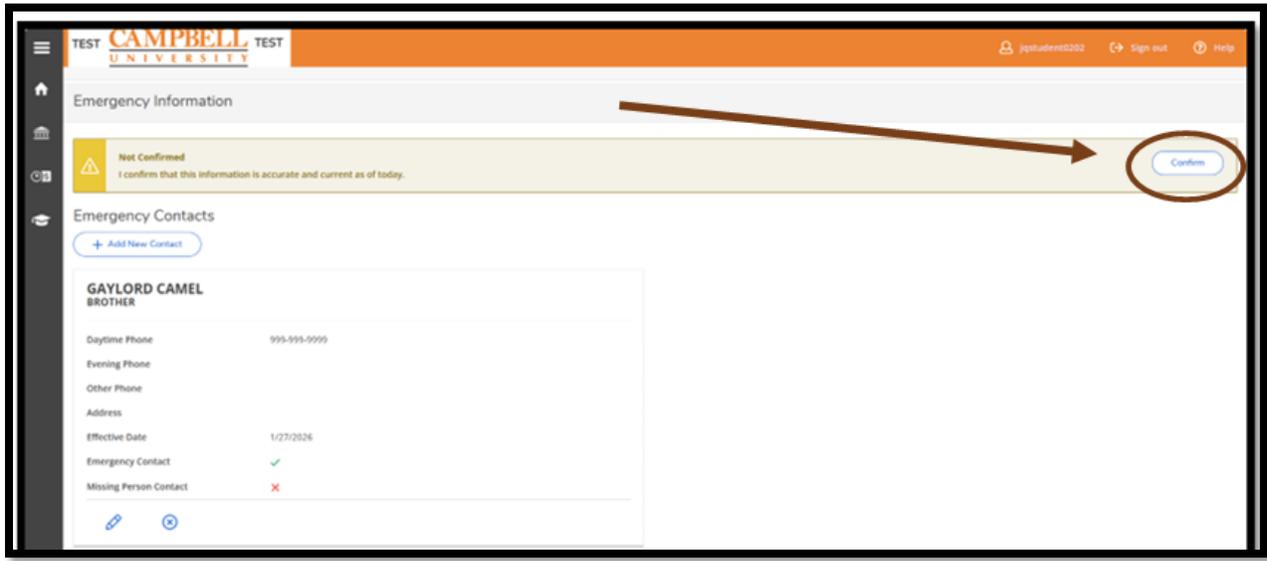
*\*\*If your emergency contact information has been confirmed within the last 30 days this banner will not appear and you have no additional steps to complete.\*\**

5. Click on "Emergency Information":



6. Review your current Emergency Contact Information

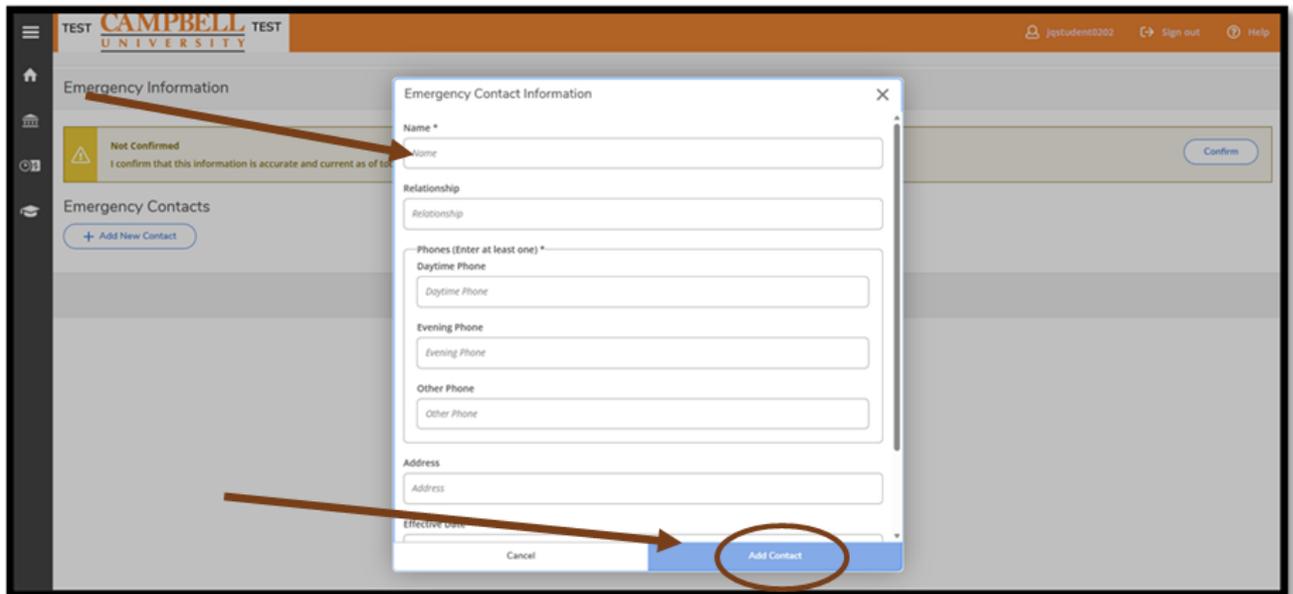
a. If the information is accurate and up to date, click on the blue Confirm button:



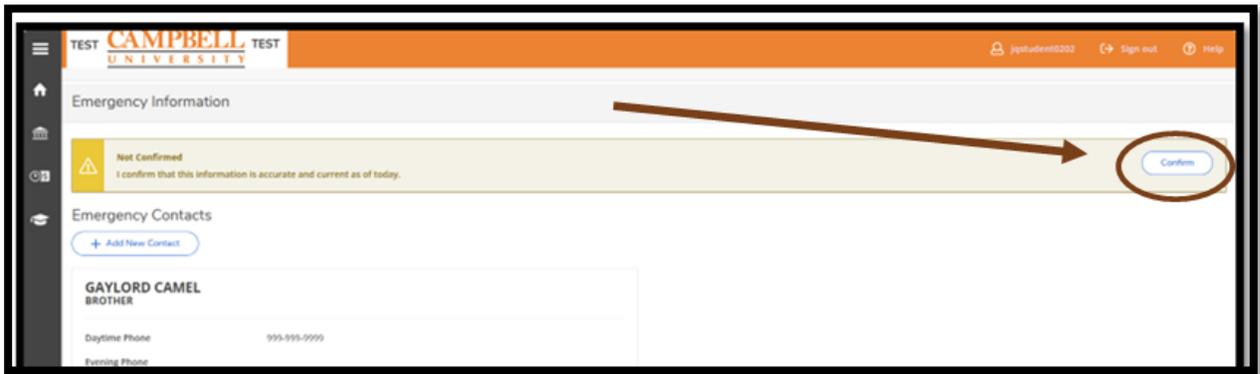
b. If there is no information listed, click on "+ Add New Contact" from the left side of the screen:



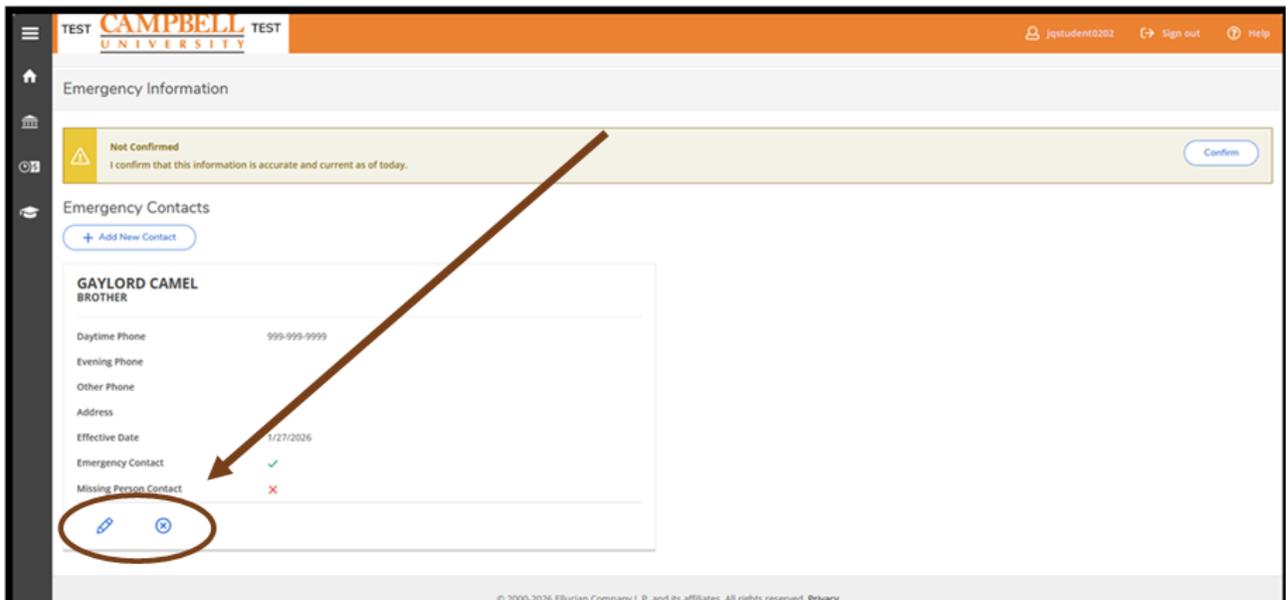
i. Enter Emergency Contact Information and Click the Blue "Add Contact" Button.



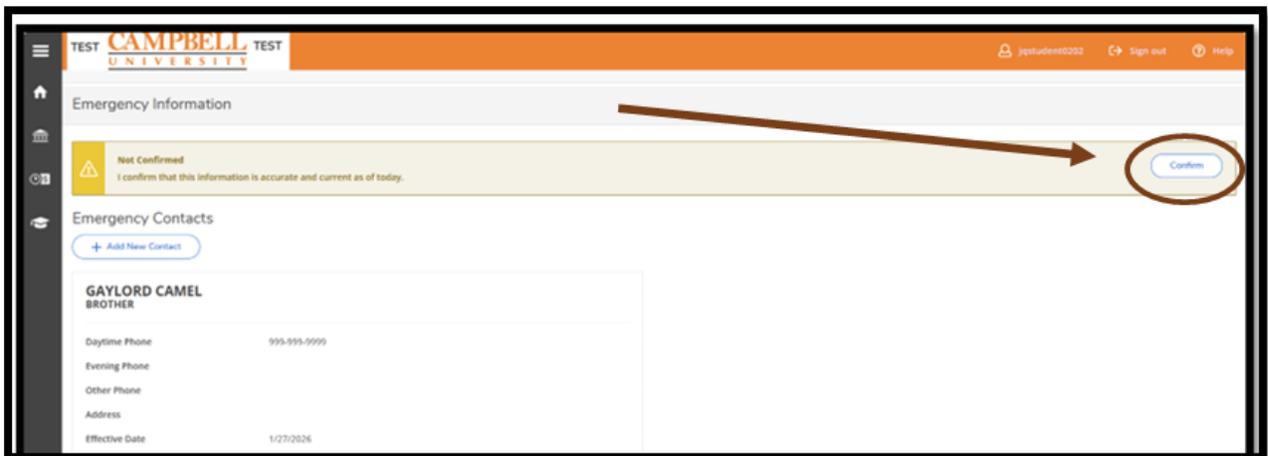
ii. Click on the blue Confirm button:



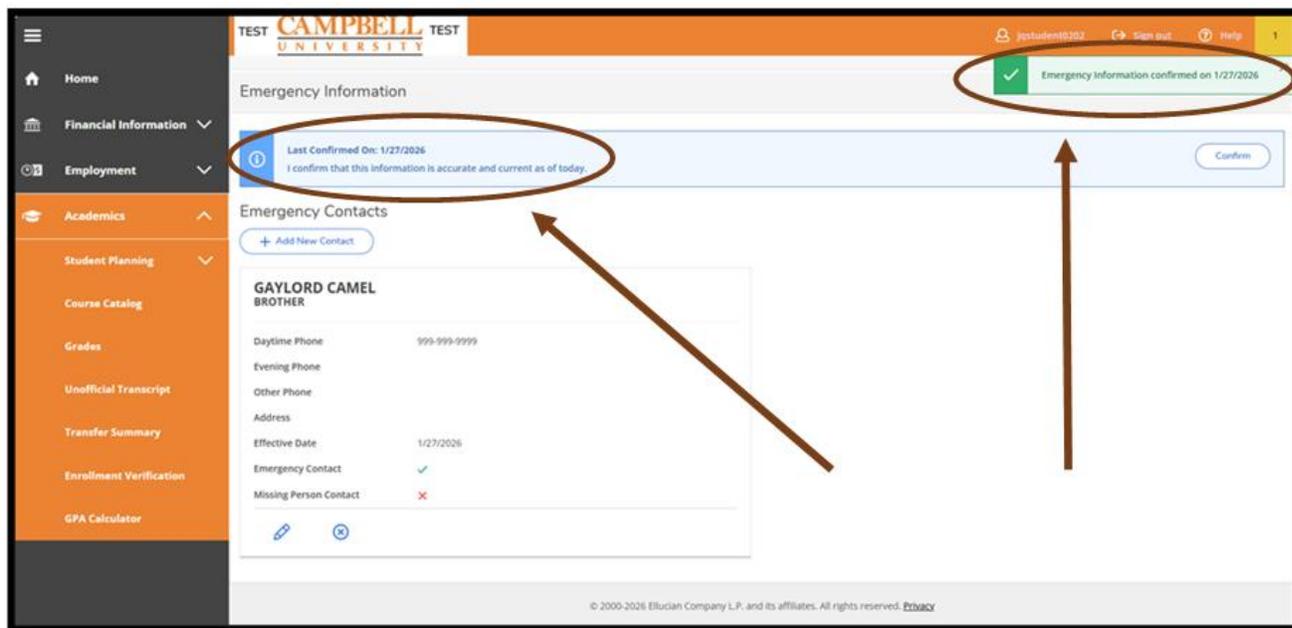
c. If the information listed is not correct, click the blue pencil icon at the bottom of the contact information to edit, or the blue x to remove this contact and enter a new one.



i. After verifying your entry, click on the blue Confirm button:

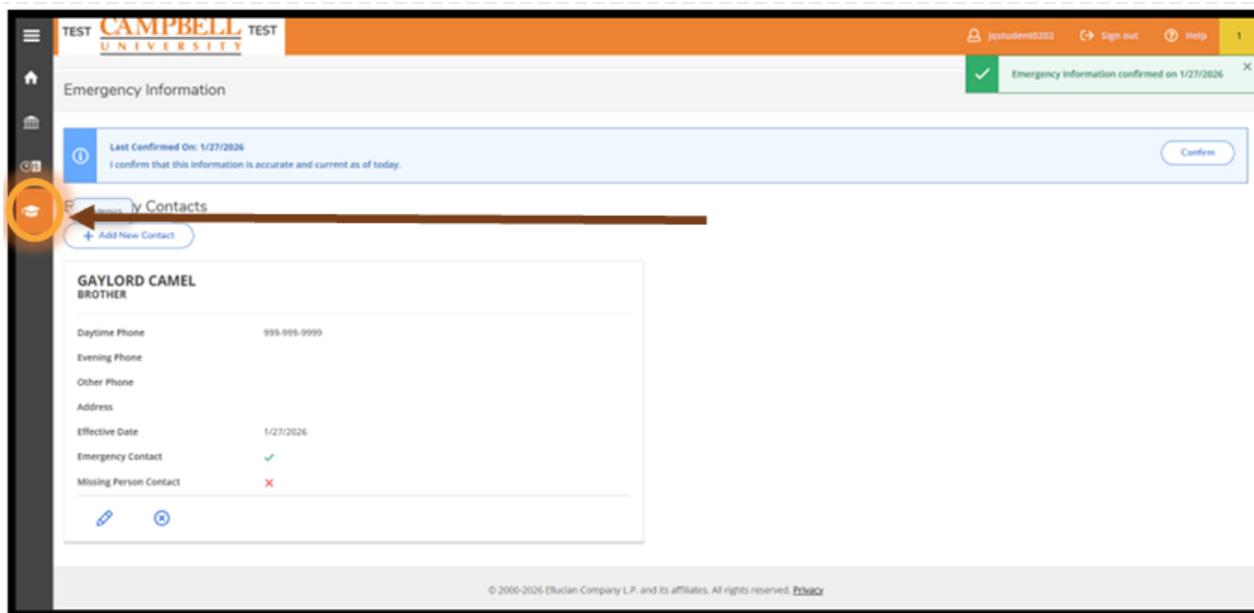


Your emergency contact information has been confirmed when you see a blue box on the screen and a green banner on the top right indicating the current date as the last confirmed date

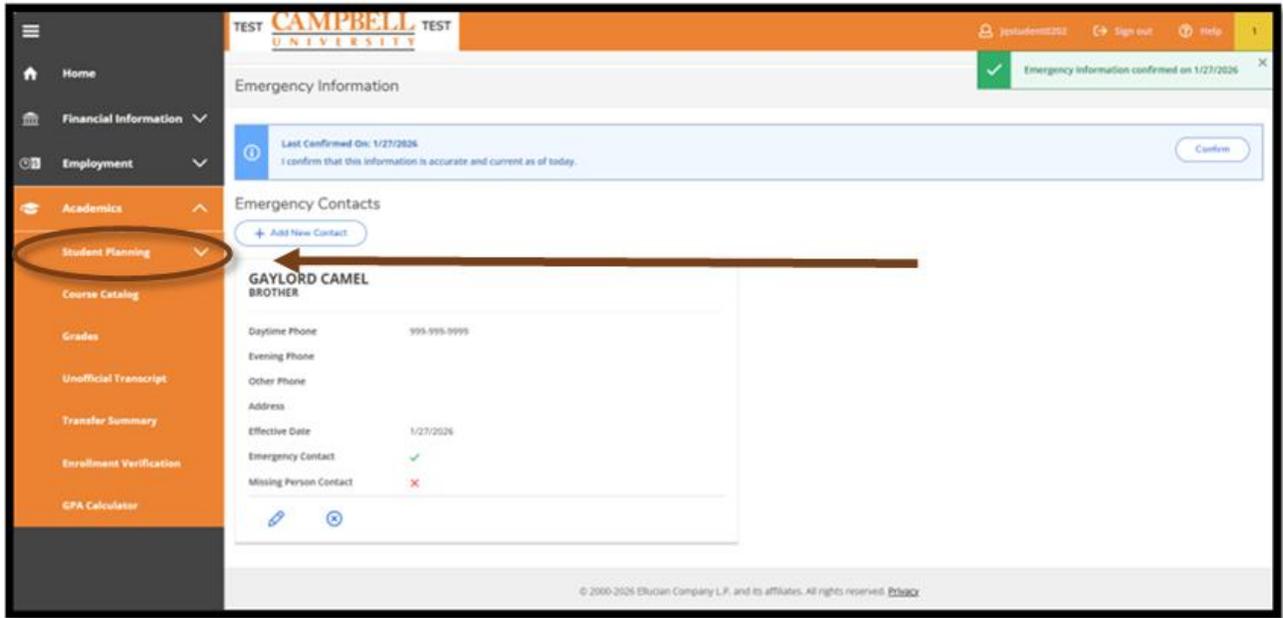


## 7. Return to Plan & Schedule

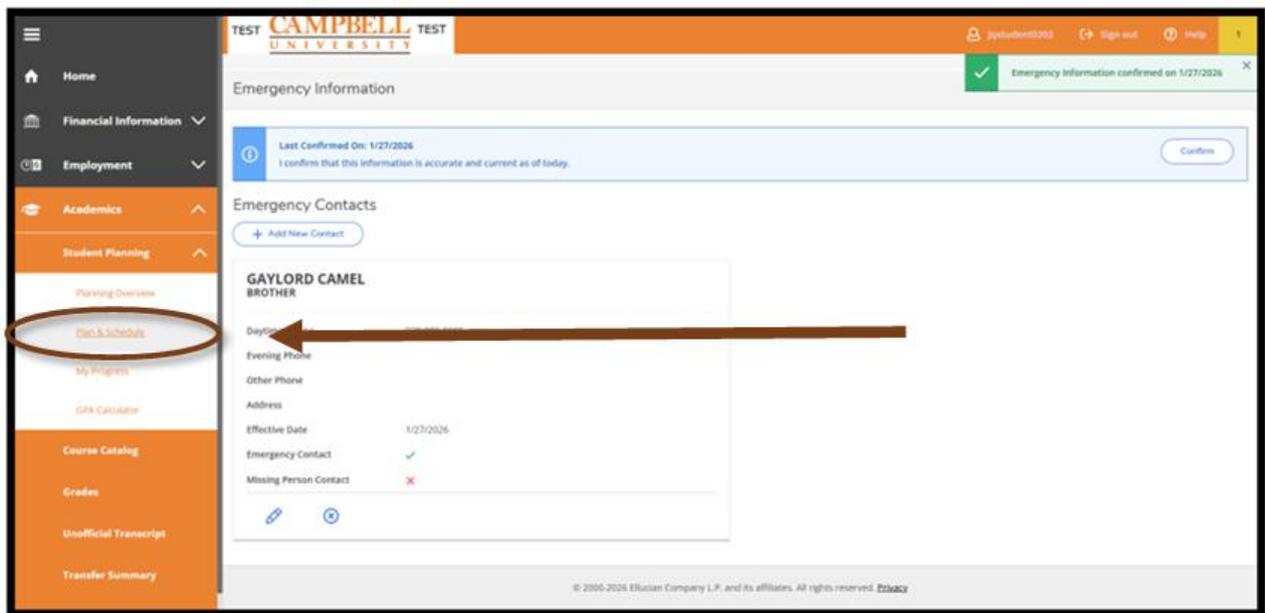
- a. Click on Academics on the left side of the screen (Graduation Cap)



b. Select Student Planning



c. Select Plan & Schedule



d. Proceed with planning courses as usual.