

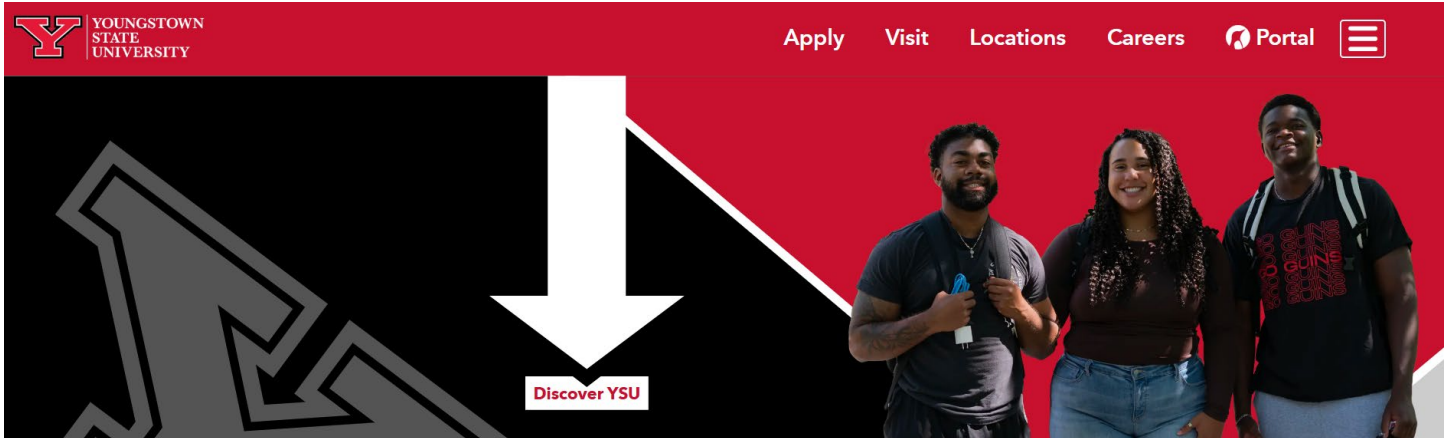


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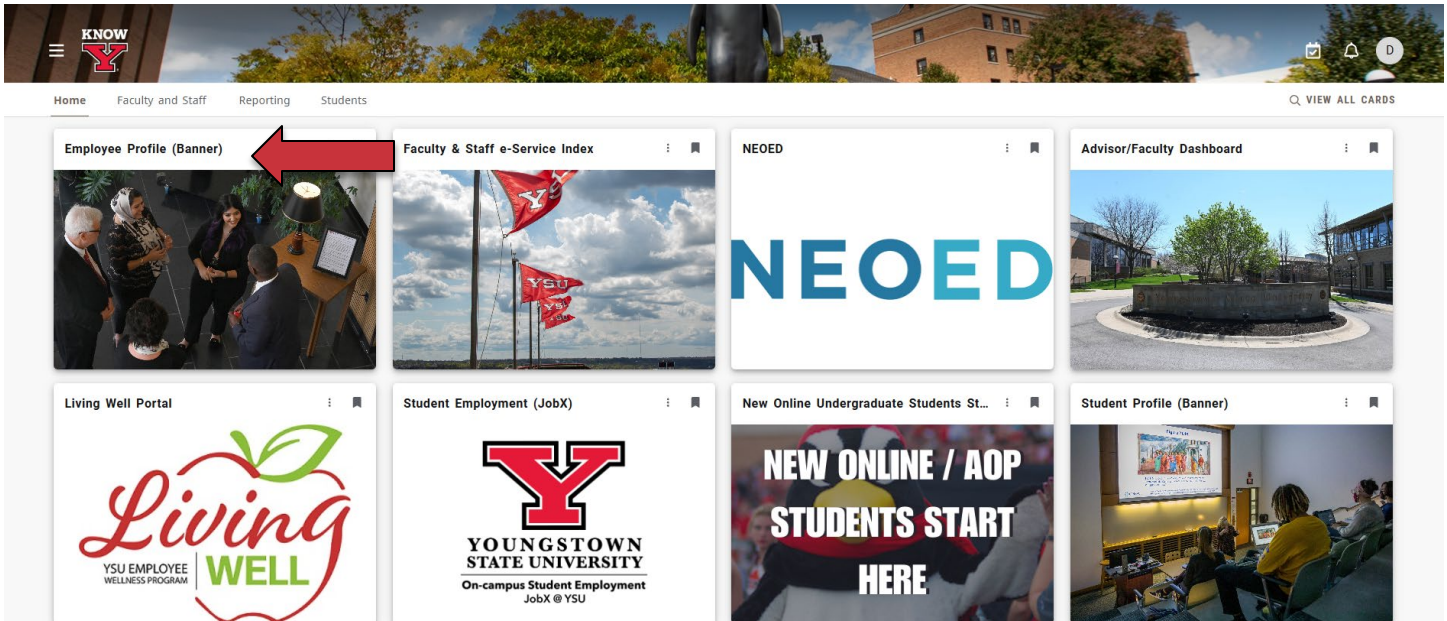
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## Update Your Emergency Contacts in Banner Self-Service

**Step 1.** Log in to the Penguin Portal at: <https://penguinportal.yzu.edu/>



**Step 2.** Sign into the Penguin Portal Account using your Penguin Portal Username and Penguin Portal Password and select the Employee Profile (Banner) card.



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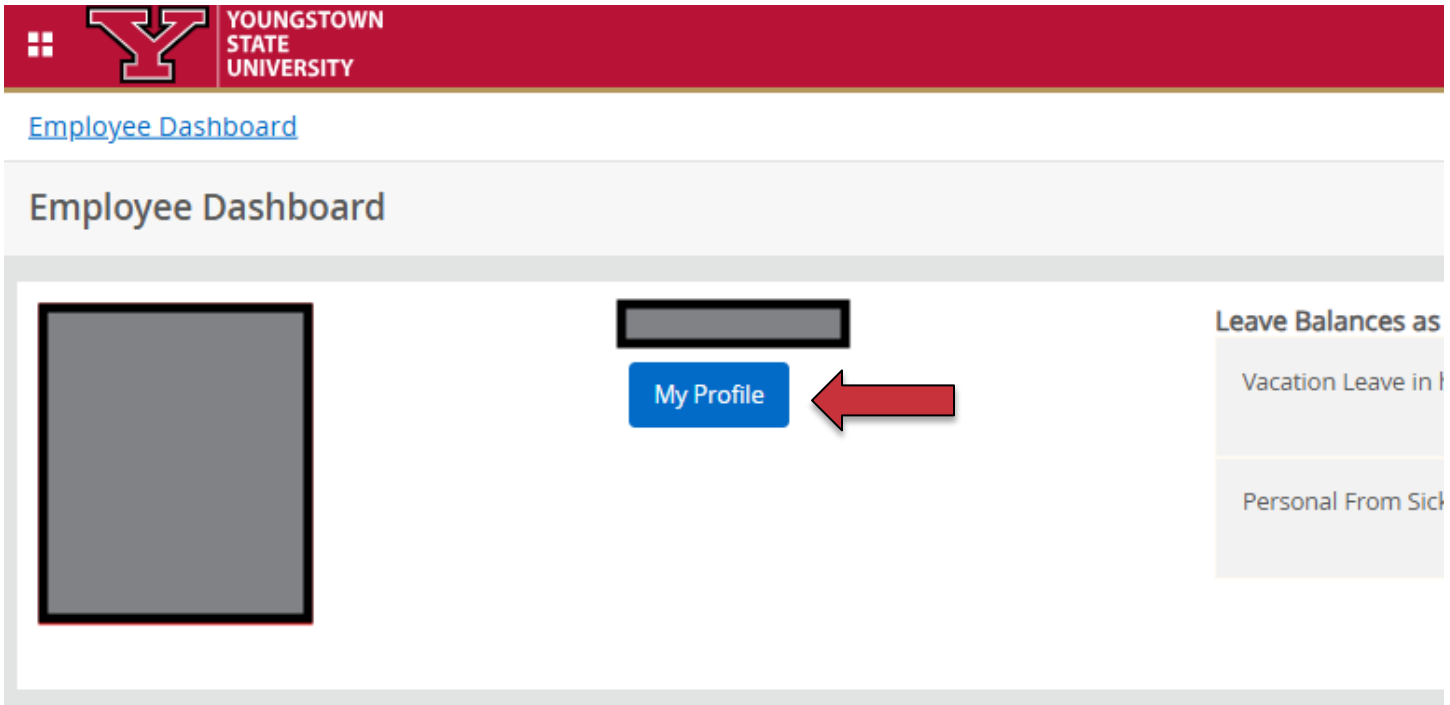
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**Step 3. Select *My Profile* from the Employee Dashboard.**



**Step 5. Navigate to Emergency Contacts and select the pencil icon.**



**Step 6. Select "Add New" to add Emergency Contacts.**



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**Step 7. Enter the Emergency Contact information and click the Add button.**

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

City: Enter City, State/Province: Select State, Zip/Postal Code: Enter Zip Code

Country: Select Country

Add

**Note: If you add multiple contacts, include the order of contact (who should be contacted 1<sup>st</sup>, 2<sup>nd</sup>, etc.).**

**Step 8. To update a contact, click the pencil icon under their name, enter new information, and click the Update button.**

Edit Emergency Contact

Order: 1

First Name: [Redacted], Middle Name: Enter Middle Name, Last Name: [Redacted]

Relationship: [Redacted]

Phone Number: [Redacted], [Redacted], Extension

Email: Enter Email Address

Address Line 1: [Redacted], Address Line 2: Enter Address Line 2, Address Line 3: Enter Address Line 3

City: [Redacted], State/Province: Ohio, Zip/Postal Code: [Redacted]

Country: United States

Cancel Update

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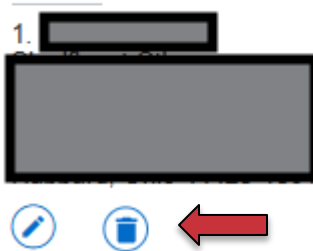


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**Step 8. To delete an emergency contact, check the Remove Contact Box and click the Submit Changes Button.**

**Emergency Contact**



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