Adding or Updating Emergency Contact Information
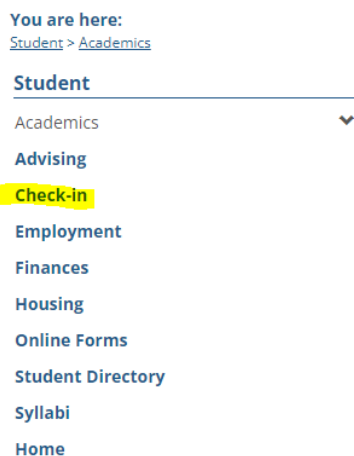
1. Log into JayWeb Account

2. On the Student Tab, In the left navigation pane, select "Check-In"

You are here:
Student > Academics

Student

Academics ⌄

Advising

Check-in

Employment

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3. New Students, continue to Step 4.   Current Students skip to Step 9.

4. In the upper panel, your preliminary check in status is displayed.   Every student must complete the preliminary check in at the start of each Fall and Spring semesters.   For more information, please review the Preliminary Check In Documentation under "JayWeb Documentation".

Check-in

Status

Check In Status:
CHECK IN COMPLETE

Emergency Contact Page

Add Personal Contact Info

New students MUST enter their personal, primary and secondary contact info first in order to register for classes

* - Required Field

Type: SELF
Home Phone:
Work Phone:
Mobile Phone:
EC Alert: ⌄ *   _Preferred phone number to contact in case of an emergency._
Notes:

Continue to Primary Contact Inf

The lower panel allows you to add/update Emergency Contact Information.

The Federal Clery Act requires that we have students indicate who should be contacted if you are determined to be missing. If you do not want us to contact the person you listed as the primary contact you may wait to check this until you enter your secondary contact. For more information on this Clery Act, click the link on the word '**missing**'.

5. First, enter your own Personal Contact Information.

Sample Completed Form:

Once you have entered your information select "Continue to Primary Contact Information" button.

6. Next, enter Primary Contact Information.

Emergency Contact Page

Add Primary Contact Info
* - Required Field

Type:	**PRIMARY**
First Name:	[ ] *
Middle Name:	[ ]
Last Name:	[ ] *
Home Phone:	[ ]
Work Phone:	[ ]
Mobile Phone:	[ ]
Relationship:	[⌄] *
EC Alert:	[⌄] * Preferred phone number to contact in case of an emergency.
Email:	[ ] Email address to receive EC alerts.
Contact if Missing:	☐ Contact this person in the event that you become missing
Notes:	[ ]

[Continue to Secondary Contact Info]

SAMPLE of Completed form.

Emergency Contact Page

Add Primary Contact Info
* - Required Field

Type:	**PRIMARY**
First Name:	Bee *
Middle Name:	[ ]
Last Name:	Student *
Home Phone:	[ ]
Work Phone:	[ ]
Mobile Phone:	7173615555
Relationship:	Parent/Guardian ⌄ *
EC Alert:	Mobile ⌄ * Preferred phone number to contact in case of an emergency.
Email:	regandrec@etown.edu Email address to receive EC alerts.
Contact if Missing:	☑ Contact this person in the event that you become missing
Notes:	[ ]

[Continue to Secondary Contact Info]

Once data is entered, select "Continue to Secondary Contact Info".   Everyone is REQUIRED to provide two emergency contacts.

7. Next, fill in Secondary Emergency Contact. If you are a new student, the fields will be blank. Enter in the secondary contact information. If you are an enrolled student, you can overwrite the fields with revisions or new contact information.

Emergency Contact Page

Add Secondary Contact Info * - Required Field

Type:	SECONDARY
First Name:	*
Middle Name:	
Last Name:	*
Home Phone:	
Work Phone:	
Mobile Phone:	
Relationship:	*
EC Alert:	* *Preferred phone number to contact in case of an emergency.*
Contact if Missing:	☐ *Contact this person in the event that you become* missing
Notes:	

[Submit Emergency Info]

Sample completed.

Emergency Contact Page

Add Secondary Contact Info * - Required Field

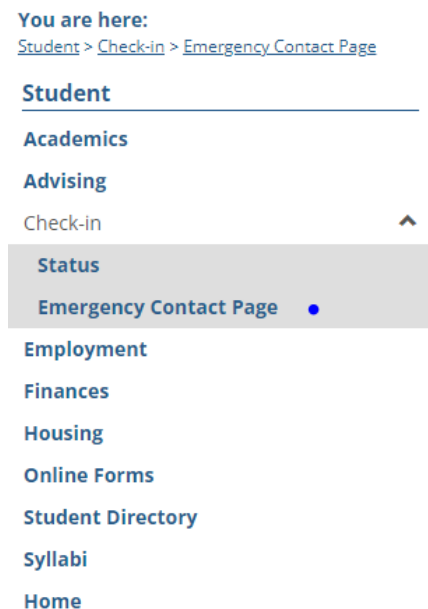|	
Type:	SECONDARY
First Name:	Baer *
Middle Name:	
Last Name:	Student *
Home Phone:	
Work Phone:	
Mobile Phone:	7173614444
Relationship:	Other *
EC Alert:	Mobile * *Preferred phone number to contact in case of an emergency.*
Contact if Missing:	☐ *Contact this person in the event that you become* missing
Notes:	Family Friend

[Submit Emergency Info]

8. Now, submit Emergency Contact Information by selecting "Submit Emergency Info".

Done!

9. Verify or update Personal Contact or Emergency Contact Information.

   On the Student Tab, In the left navigation pane, expand the "Check-In" navigation and select "Emergency Contact Page"

   You are here:
   Student > Check-in > Emergency Contact Page

   Student

   Academics

   Advising

   Check-in   ︿

      Status

      Emergency Contact Page   ●

   Employment

   Finances

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   Home

10. First your Personal Contact Information will be displayed.   To update your information, simply update the visible fields.   Once updated, and/or the displayed data is verified as accurate select "Update Info"

    Emergency Contact Page

    Verify/Update Personal Contact Info

    Returning students MUST verify their personal, primary and secondary contact info first, in order to register for classes

    * - Required Field

    Type: SELF
    Home Phone: 7173611234
    Work Phone: 7173619999
    Mobile Phone: 7173611234
    EC Alert: Mobile   ∨ *   Preferred phone number to contact in case of an emergency.
    Notes:

    Update Info

11. Next, update and/or verify displayed data for Primary Contact Information and click "Update Info"

    The Federal Clery Act requires that we have students indicate who should be contacted if you are determined to be missing. If you do not want us to contact the person you listed as the primary contact you may wait to check this until you enter your secondary contact. For more information on this Clery Act, click the link on the word '**missing**'.

Emergency Contact Page

Verify/Update Primary Contact Info
* - Required Field

Type:	**PRIMARY**	
First Name:	Bee	*
Middle Name:		
Last Name:	Student	*
Home Phone:		
Work Phone:		
Mobile Phone:	7173615555	
Relationship:	Parent/Guardian ⌄	*
EC Alert:	Mobile ⌄	* Preferred phone number to contact in case of an emergency.
Email:	regandrec@etown.edu	Email address to receive EC alerts.
Contact if Missing:	☑ Contact this person in the event that you become missing	
Notes:		

[Update Info]

12. Lastly, update and/or verify displayed data for Secondary Contact Information and click "Finish/Verify emerg info" button.

Emergency Contact Page

Update Secondary Contact Info * - Required Field

Type:	**SECONDARY**	
First Name:	Baer	*
Middle Name:		
Last Name:	Student	*
Home Phone:		
Work Phone:		
Mobile Phone:	7173614444	
Relationship:	Other ⌄	*
EC Alert:	Mobile ⌄	* Preferred phone number to contact in case of an emergency.
Contact if Missing:	☐ Contact this person in the event that you become missing	
Notes:	Family Friend	

[Finish/verify emerg info]

Done!