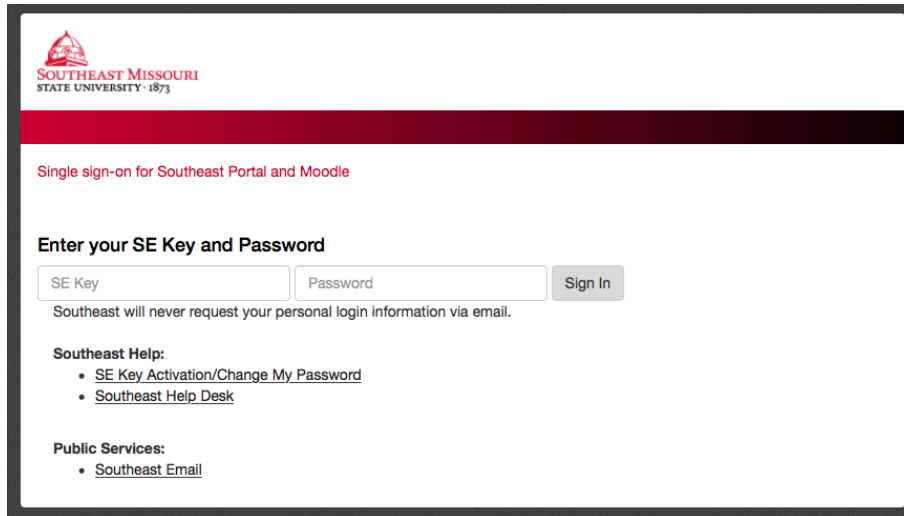


## **FACULTY/STAFF INSTRUCTIONS FOR UPDATING EMERGENCY CONTACT INFORMATION**

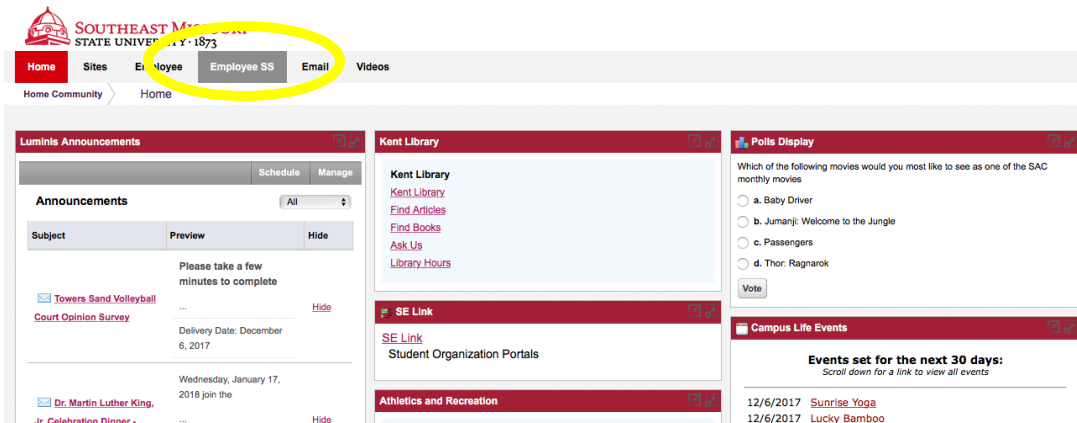
Southeast encourages faculty and staff to identify individuals to be notified by University officials in the event of an emergency.

The University places a high priority on communicating emergency information. By providing this information, employees are ensuring the most current and correct information is on file for use.

1. Log in to [portal.semo.edu](http://portal.semo.edu).



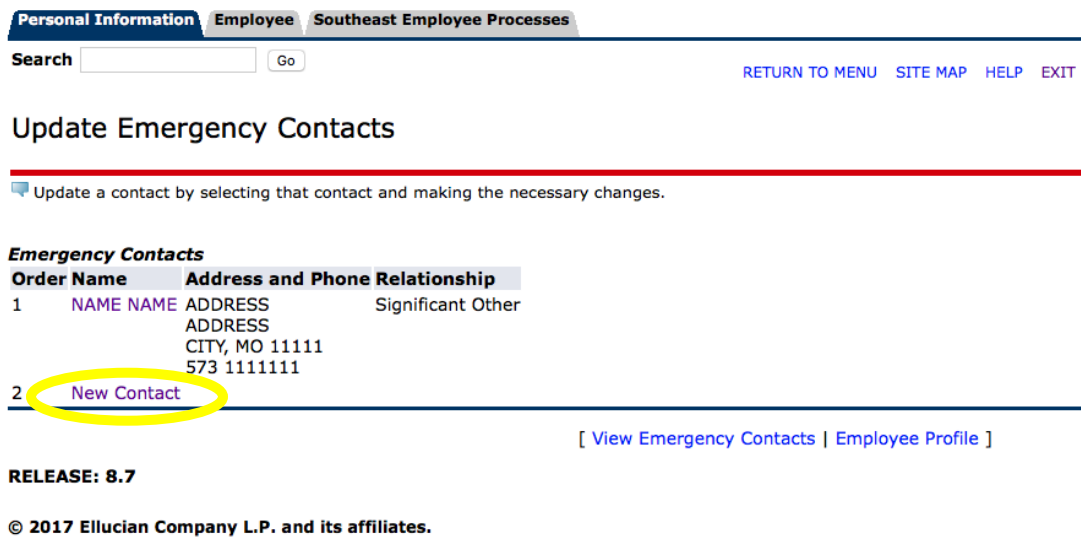
2. Select the 'Employee SS' tab.



3. Select the 'Update Emergency Contacts' link in the Personal Information box.



4. Update a contact by selecting their name and making the necessary changes.
5. Add new contact by selecting 'New Contact' at the bottom of the name category.



6. Add your new contact's phone number, address and relationship status.

Search  Go

## Update Emergency Contacts

Enter a new emergency contact. When finished, Submit Changes.

Remove Contact:

Order:

Relationship:

First Name:

Middle Name:

Last Name:

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

Zip or Postal Code:

Country:

Telephone:	Area Code	Phone Number	Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Click 'Submit Changes.'
- Click 'Exit' to log out of the Southeast Portal.

**For more information about Southeast's University  
Emergency Procedures, visit [semo.edu/dps](http://semo.edu/dps)**

**For more information about the SE Alerts emergency  
notification system, visit [semo.edu/alerts](http://semo.edu/alerts)**

## **ADDITIONAL RESOURCES**

UNIVERSITY POLICE: 573.651.2215