
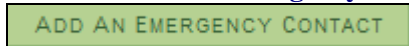


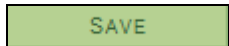



Add an Emergency Contact

Step	Action
1.	Click the Emergency Contact link. 
2.	Click the Add an Emergency Contact button. 
3.	Enter your Emergency Contact name in the Contact Name field. In this example enter a valid value e.g. " Eleanor Marshall ".
4.	Select the appropriate relationship from the drop down list. In this example select the Parent list item. PLEASE NOTE: If you are under 18 you are required to enter a Parent or Guardian as your emergency contact. 
5.	You are required to enter address information for your emergency contact. If this address is the same as one of your address click the Same Address as Individual option. 
6.	You are required to enter phone information for your emergency contact. If the phone number is the same as one of your phone numbers you can click 'Same Phone as Individual' Otherwise enter the phone number of your emergency contact in the field provided. In this example enter a valid value e.g. " 07764842265 ".
7.	Click the Save button. 
8.	Click the OK button. 
9.	Congratulations, you have successfully added an emergency contact. If you were unable to add an emergency contact please contact the Student Services Enquiry Team in the Fraser Building. End of Procedure.