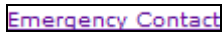


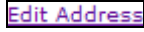
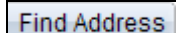

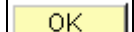
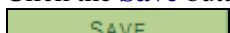

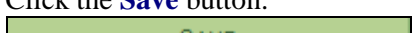


Edit an Emergency Contact

Step	Action
1.	Click the Emergency Contact link. 
2.	You may have more than one Emergency Contact. Click the Edit button adjacent to the contact you wish to edit. 
3.	Click the Same Address as Individual option. 
4.	Click the Edit Address link. 
5.	You can enter the address details in a number of ways. If you already know all address details you can complete them manually. Otherwise you can search on any of the fields marked 'searchable' by completing some data and selecting 'Find Address'. In this example enter a valid value e.g. " EH14 3EJ ".
6.	Click the Find Address button. 
7.	Select the appropriate address. In this example select 29 Baberton Mains Green, EDINBURGH, EH14 3EJ . 
8.	Click the OK button. 
9.	Enter the emergency contact phone number in the Phone field. In this example enter a valid value e.g. " 01314289985 ".
10.	Click the Save button. 
11.	Click the OK button. 
12.	Click the Save button. 

Step	Action
13.	<p data-bbox="347 277 1241 309">Congratulations, you have successfully added edited an emergency contact.</p> <p data-bbox="347 342 1342 412">If you were unable to edit an emergency contact please contact the Student Services Enquiry Team in the Fraser Building.</p> <p data-bbox="347 412 584 443">End of Procedure.</p>