

Use this task to update your emergency contact(s) in UCPath online.

**Dashboard Navigation:**

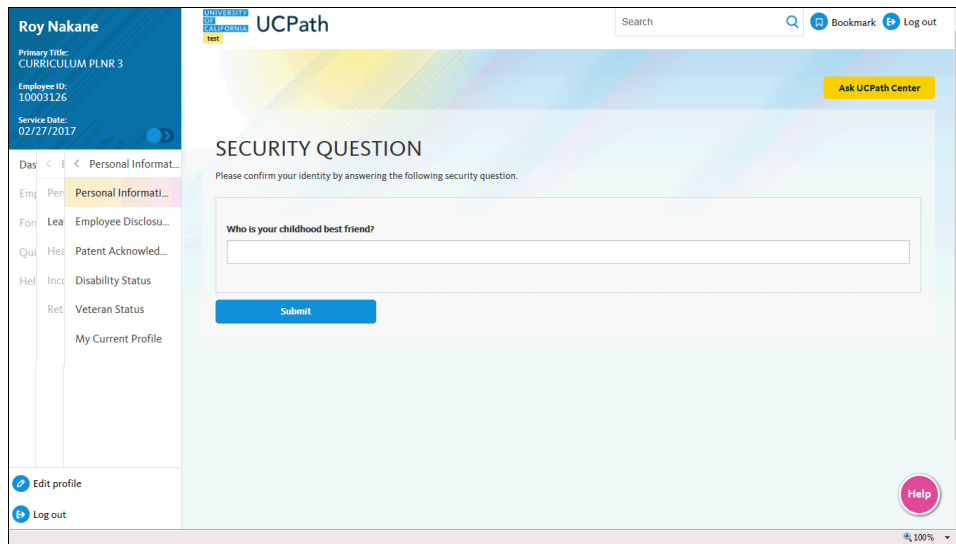
Personal Information > **Personal Information Summary**

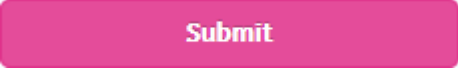
or

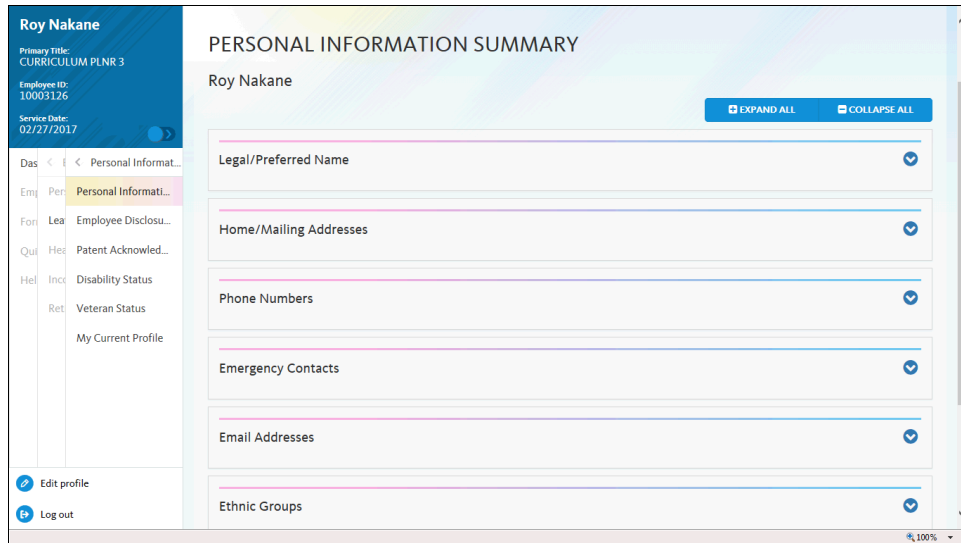
**Menu Navigation:**


Employee Actions > Personal Information > **Personal Information Summary**

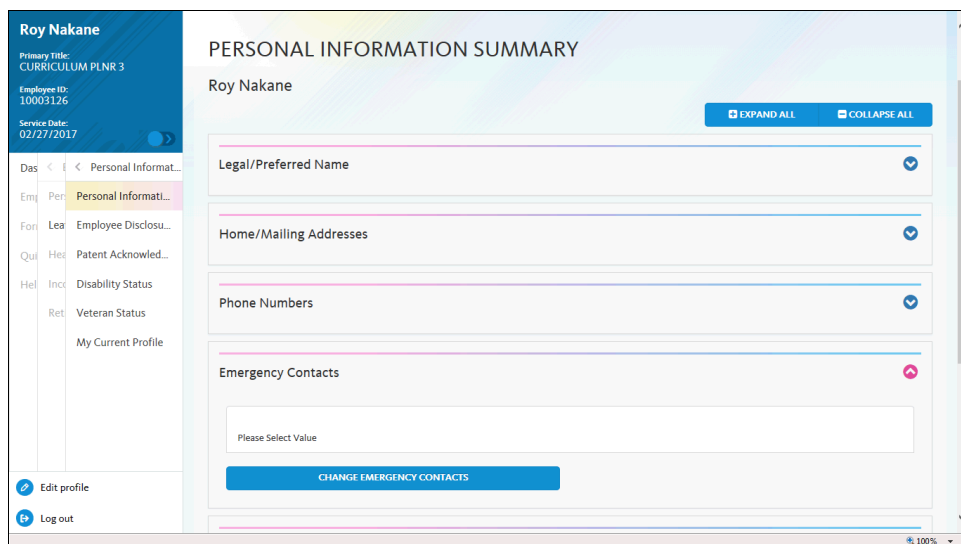
**Note:** This example uses sample images as seen on a computer. Sample images appear differently on a tablet or smartphone, but the steps remain the same.



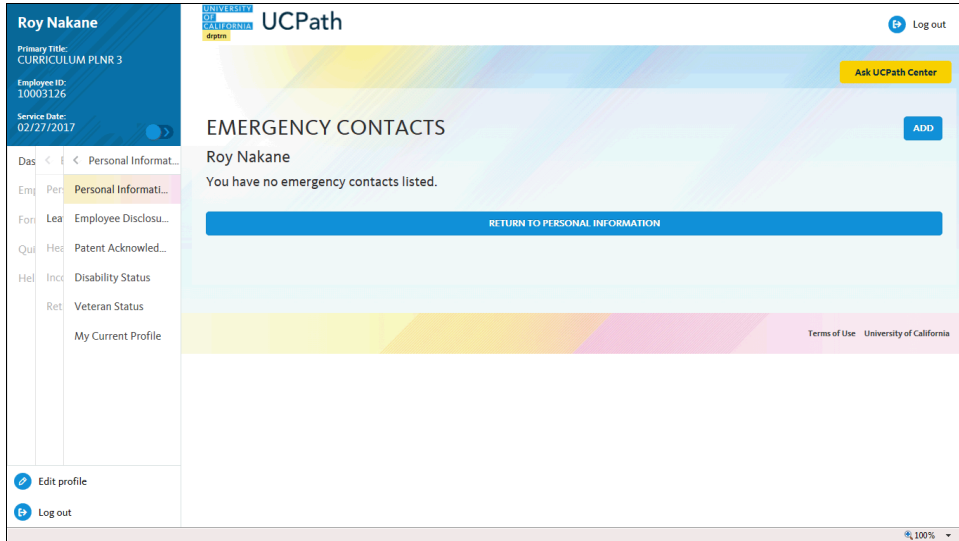
Step	Action
1.	<p>Before you change personal information, you must validate your identity. UCPath randomly displays one of the security questions set up on your profile. Click in the <b>Security Question</b> field.</p> <p>For this example click in the <b>Who is your childhood best friend?</b> field.</p>
2.	<p>Enter the desired information into the <b>Security Question</b> field.</p> <p>For this example, enter <b>Molly</b>.</p>
3.	<p>Your answer appears as a series of dots.</p> <p>Click the <b>Submit</b> button.</p> <div style="text-align: center; margin-top: 10px;">  </div>



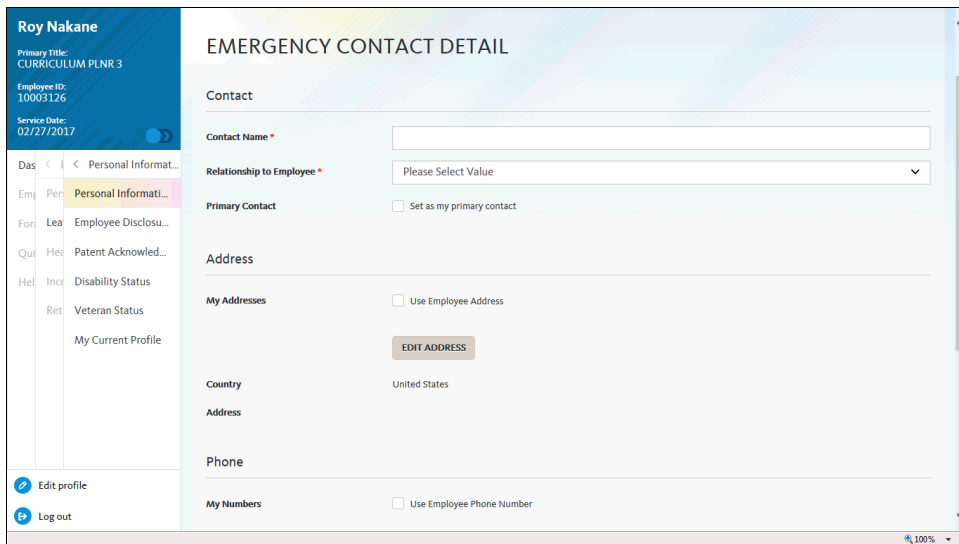
Step	Action
4.	<p>If you answer the question correctly, UCPath displays the <b>Personal Information Summary</b> page, and you can make your changes.</p> <p>If you answer incorrectly, an error message appears. You have three attempts to answer this question correctly. After three incorrect answers, UCPath displays the <b>Security Questions Setup</b> page. You must provide your date of birth and the last four digits of your Social Security number to validate your identity and then update your security questions and answers.</p>
5.	<p>In this example, add an emergency contact.</p> <p>Click the <b>Expand Emergency Contacts</b> button.</p> 



Step	Action
6.	Click the <b>Change Emergency Contacts</b> button.

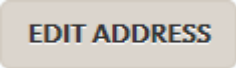


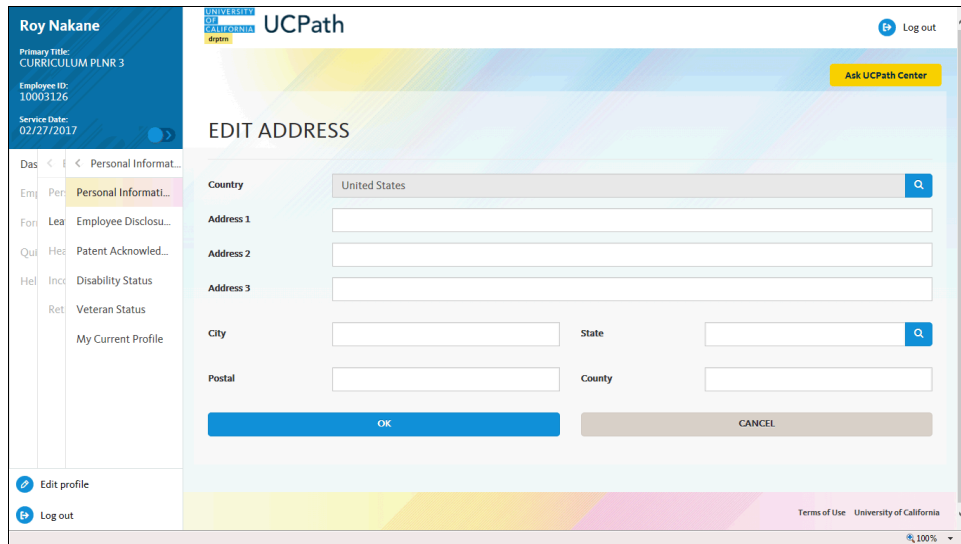
Step	Action
7.	Click the <b>Add</b> button.





Step	Action
8.	Click in the <b>Contact Name</b> field.



Step	Action
12.	You must specify one contact as your primary contact.  Click the <b>Set as my primary contact</b> option. <input type="checkbox"/> Set as my primary contact
13.	If the emergency contact has the same address as you, click the <b>Use Employee Address</b> option. You can then select an address from your address list.  For this example, the emergency contact has a different address.
14.	Click the <b>Edit Address</b> button.  



Step	Action
15.	Click in the <b>Address 1</b> field.
16.	Enter the desired information into the <b>Address 1</b> field. For this example, enter <b>123 Main Street</b> .
17.	Enter the desired information into the <b>City</b> field. For this example, enter <b>Oakland</b> .
18.	Click in the <b>State</b> field. 
19.	Enter the desired information into the <b>State</b> field. For this example, enter <b>CA</b> .
20.	Click in the <b>Postal</b> field. 
21.	Enter the desired information into the field. For this example, enter <b>94612</b> .

**Roy Nakane**  
Primary Title: CURRICULUM PLNR 3  
Employee ID: 10003126  
Service Date: 02/27/2017

UCPath

Log out

Ask UCPath Center

### EDIT ADDRESS

Country: United States

Address 1: 123 Main Street

Address 2:

Address 3:

City: Oakland State: CA

Postal: 94612 County:

OK CANCEL

Edit profile Log out

Terms of Use University of California

Step	Action
22.	Click the <b>OK</b> button.

**Roy Nakane**  
Primary Title: CURRICULUM PLNR 3  
Employee ID: 10003126  
Service Date: 02/27/2017

EMERGENCY CONTACT DETAIL

Contact

Contact Name: William Nakane

Relationship to Employee: Parent

Primary Contact:  Set as my primary contact

Address

My Addresses:  Use Employee Address

EDIT ADDRESS

Country: United States

Address: 123 Main Street  
Oakland, CA 94612

Phone

My Numbers:  Use Employee Phone Number



Edit profile Log out

Step	Action
23.	Click the scroll bar.
24.	If the emergency contact has the same phone number as you, click the <b>Use Employee Phone Number</b> option. You can then select a number from your phone number list.  For this example, the emergency contact has a different phone number.
25.	Click in the <b>Telephone</b> field.
26.	Enter the desired information into the field. For this example, enter <b>951/239/1234</b> .

Step	Action
27.	In this example, add a second phone number for your emergency contact.  Click the <b>Add Number</b> button.

Step	Action
28.	Click the button to the right of the <b>Select an Option</b> field.  ▼
29.	For this example click the <b>Mobile - Personal</b> list item.  <b>Mobile - Personal</b>

Step	Action
30.	Enter the desired information into the field. For this example, enter <b>951-239-1973</b> .

Step	Action
31.	Click the <b>Save</b> button. 
32.	A confirmation message appears. Click the <b>Save</b> button. 



Step	Action
33.	<p data-bbox="391 279 1138 310">You have updated your emergency contact(s) in UCPath online.</p> <p data-bbox="391 344 1325 443">A confirmation email is sent to the primary email address on your account. You can identify your primary email address under Employee Actions &gt; Personal Information &gt; <b>Personal Information Summary</b>.</p> <p data-bbox="391 447 618 478"><b>End of Procedure.</b></p>