

Adding Emergency Contacts in My Personal Information

Log on to access.caltech.edu.

Click on “My Personal Information” in the “Self Service” section.

Click on the “Emergency Contacts” tab at the top.

Press the “New Contact” button.

Enter the requested information. Contact type is their relationship to you. For example, if you are entering your parent, you would select “Emergency – Parent.”

IMPORTANT: Enter at least one “Emergency – Parent” contact.

Press the “Create” button. You will be returned to the main emergency contacts screen.

Press the Edit icon (pencil and paper) next to your new contact. It will open the detail screen.

Scroll down and press the “New Address” button.

Select “Mailing Address” as the Address Type and enter the address.

Press the “Create” button. You will return to the detail screen.

If this is your primary emergency contact, select the “Y” option for Primary Contact Flag. **YOU MUST DESIGNATE ONE CONTACT AS PRIMARY.**

Press the “Submit” button.

Feel free to add additional emergency contacts if you wish.