

## Adding Emergency Contacts in My Personal Information

Log on to [access.caltech.edu](https://access.caltech.edu).

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

Click on “Emergency Contacts” in the left sidebar.

Press the “New Contact” button.

NOTE: The first contact that you enter will be designated as your primary emergency contact. *A parent is preferred for this role, unless your parents live outside of the United States and you have family or a legal guardian who lives in the U.S.*

Enter the requested information including email address, phone number (mobile phone is preferred), and mailing address. Contact type is their relationship to you. For example, if you are entering your parent, you would select “Emergency – Parent.”

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

Feel free to add additional emergency contacts if you wish by pressing the “New Contact” button again.

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