

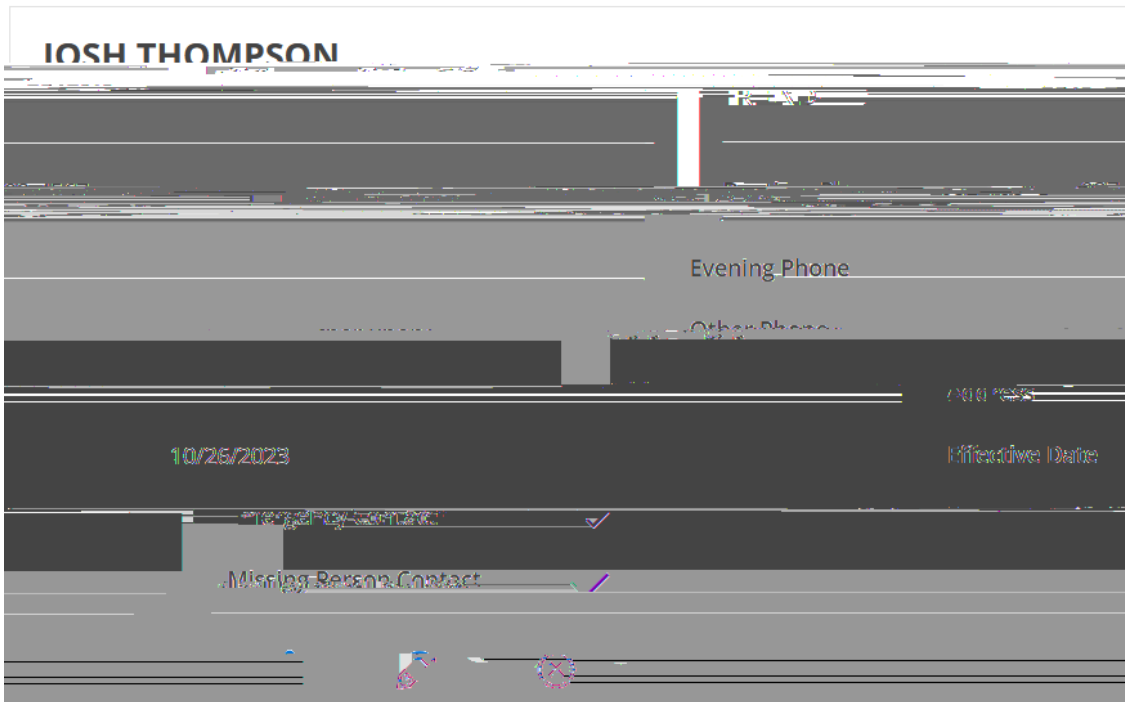


## How to Update Emergency Contact Information in Self-Service



Go to Self-Service: <https://selfservice.wittenberg.edu/>

Click on the User Options button at the bo

After changes to the data, the self-service emergency contact screen now displays:



Name	Phone	Effective Date
Missing Person's Contact		10/26/2023

To edit an emergency contact, click the  or to delete, click 

When you have completed your changes, be sure to click the **Confirm** button in the upper right corner.

