

## How to Update Emergency Contact

1. Login to CCDConnect a <u>www.CCD.edu</u>.



- 3. Banner will appear in a pop-up window.
- 4. Click on View/Change Emergency Conact.

PERSONAL INFORMATION	Close
COMMUNITY DENVER	
Personal Information Student Financial Aid Employee	
Search Go RETURN TO MA	IN MENU SITE MAP HELP EXIT
Personal Information Menu	Your current Institution is CCD
Student E-mail Account Information	
Your Profile	
Update Your PIN	
View or Update Security Question and Answer	
View or Update Addresses and Phones	
View or Update E-Mail Addresses	
View or Update Emergency Contacts	
View Employee Addresses and Phones	
Name and Social Security Number Change Information	

5. Select **New Contact** to add the View or Update Emergency Contacts

new emergency contact.

Update a contact by selecting that contact and making the necessary changes.

Missing Person Policy for Students Living On-Campus

1. When it is reported to campus security that a student cannot be located and there is concern for 2. After 24 hours if the student cannot be located, campus security will forward a Missing Person Re

Emergency Contacts
Order Name
Address and Phone Relationship
New Contact



6. Select the appropriate **Relationship.** 

Remove Contact:				
Order:	1			
Relationship:	Not Applicable 🔹			
First Name:	Not Applicable Aunt Child/Step Child			
Middle Name:				
Last Name:	Friend Grandparent			
Address Line 1:	Guardian Neighbor Other Household Member			
Address Line 2:				
Address Line 3:	Parent Sibling			
City:	Significant Other Spouse/Common Law Uncle			
State or Province:				

## 7. Enter the required information and click **Submit Changes**.

Enter a new emergency contact. When finished, Submit Changes.

Remove Contact:					
Order:	1				
Relationship:	Not Applica	ble 💌			
First Name:					
Middle Name:					
Last Name:					
Address Line 1:					
Address Line 2:					
Address Line 3:					
City:					
State or Province:	Not Applicable				
Zip or Postal Code:					
Country:	Not Applicable				
	Area Code	Phone Number		Extension	
Telephone:					
Submit Changes	Reset				

8. When submitted, the new emergency

contact will appear.

