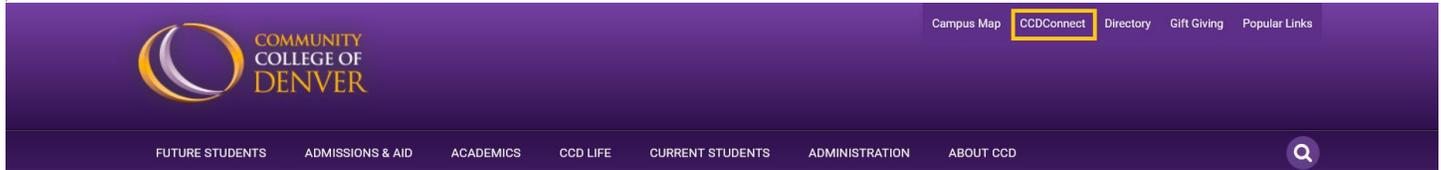


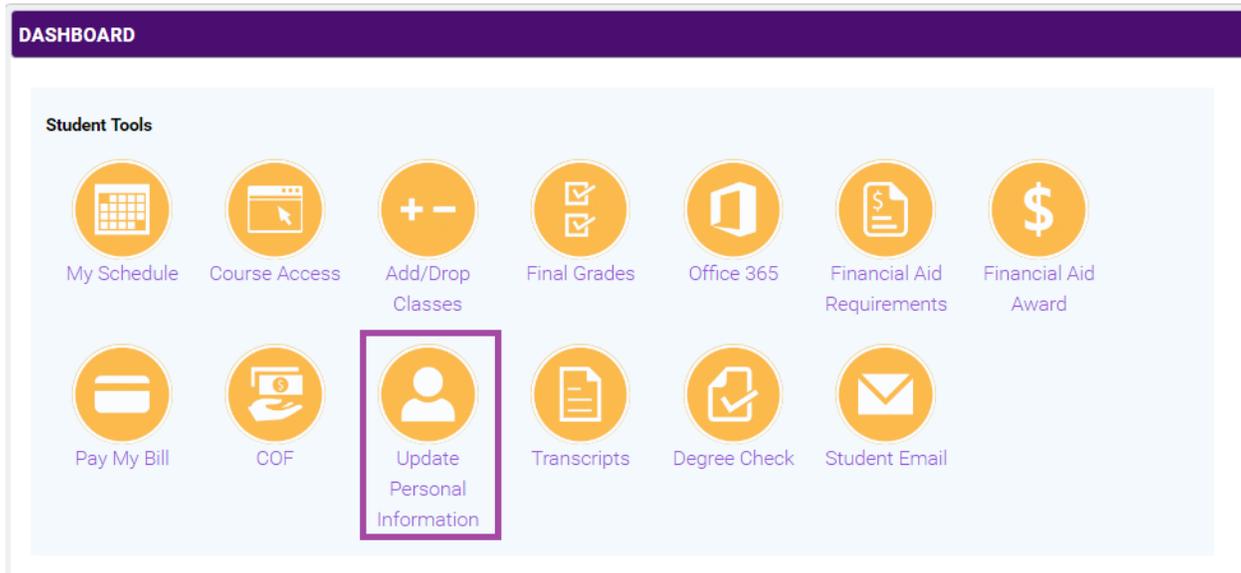


## How to Update Emergency Contact

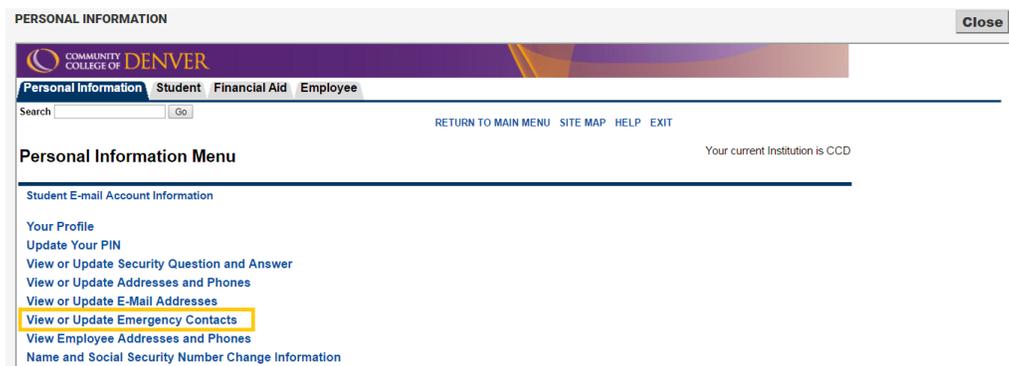
1. Login to CCDConnect a [www.CCD.edu](http://www.CCD.edu).



2. Click on the Update Personal Information Dashboard icon.



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



5. Select **New Contact** to add the new emergency contact.





6. Select the appropriate **Relationship**.

Remove Contact:

Order: 1

**Relationship:** Not Applicable

First Name: Not Applicable

Middle Name:

Last Name:

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

Not Applicable

Aunt

Child/Step Child

Friend

Grandparent

Guardian

Neighbor

Other Household Member

Parent

Sibling

Significant Other

Spouse/Common Law

Uncle

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

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

Remove Contact:

Order: 1

Relationship: Not Applicable

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
<input type="text"/>	<input type="text"/>	<input type="text"/>

Telephone:

Submit Changes

8. When submitted, the new emergency contact will appear.

Emergency Contacts		
Order	Name	Address and Phone Relationship
1	<span style="border: 1px solid red; padding: 2px;">Mickey Mouse</span>	<span style="border: 1px solid red; padding: 2px;">1111 W. Colfax Ave Denver, CO 80204 651 6529665</span>