eProfile: View/Modify Emergency Contact

This document provides an overview of updating emergency contact information using the self-service function available via My Akron, The University of Akron’s portal. This self-service application enables employees to view their current information and make updates as needed.

There is a tutorial which accompanies this document. Please visit the Software Training Services web site for a complete list of tutorials.

**Important Tips to Remember when working in My Akron**

- You will be logged out automatically after 20 minutes of inactivity

- Cookies must be enabled on your browser. If you need to enable cookies, please visit the following website:
  [http://www.uakron.edu/training/ie.dot](http://www.uakron.edu/training/ie.dot)

- If you experience difficulty in logging in and you have cookies enabled, clear the cache on your computer. For instructions on clearing cache, please visit the following website:
  [http://www.uakron.edu/training/ie.dot](http://www.uakron.edu/training/ie.dot)

- ALWAYS log out of the portal by clicking on the Sign Out link - clicking the X does not end your session

- Avoid using the browser’s Back button to navigate while in My Akron. Always use the links available on the page to navigate within My Akron. Keep in mind, you may need to use the scroll bar to view some of these links
Log in to My Akron

1. Navigate to My Akron. From the main page (http://www.uakron.edu) click the link for My Akron.

![My Akron logo]

NOTE: You may also enter the url https://my.uakron.edu directly into the address bar of your browser.

2. Log in to My Akron with your UAnet ID and password:

![University of Akron Login]

Contact the Support Desk at 330-972-6888 if you have forgotten your UAnetID and/or password.
3. You are now logged in to the portal. The particular page shown below is the “My Page” tab. Clicking the Home hyperlink from within the portal will always return you to this tab (My Page).

4. Click the “Faculty/Staff” tab.
5. Notice the various options available under the **My Profile** heading under “Employee Services”.
View/Modify Emergency Contact

Please note that changes to the Emergency Contact information can be made by using either of the following methods:

- Click the “Personal Information Summary” link from the main My Profile page and then select the Change emergency contacts button.

- Click the “Emergency Contacts” link from the main My Profile page.
1. The Emergency Contact information, if any exists, is displayed.

2. To delete a contact click the **Delete** button. You will be prompted to confirm the deletion – click **Yes**.

3. To modify existing contact information click the **Edit** button.

4. To add a contact click the **Add an Emergency Contact** button.

5. To change the primary contact click the **Change the primary contact** button.

6. Click the hyperlink for the contact name and details for the contact will appear.

![Emergency Contacts Table]

<table>
<thead>
<tr>
<th>Emergency Contacts</th>
<th>Relationship to Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, Mary</td>
<td>Spouse</td>
</tr>
</tbody>
</table>

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7. If you are adding a new Emergency Contact the following screen is returned. An asterisk (*) in front of a field indicates the field is required.

8. Click the **Edit Address** link to add an address for the individual.

9. Be sure to click the **Save** button after you have completed all the necessary information. NOTE: You may need to scroll down to view the **Save** button.
10. After clicking the Save button a confirmation should be returned. Click the OK button to continue.

11. The updated Emergency Contact page is displayed. If you wish to change your primary contact click the “Change the Primary Contact” button.

Select the name of the person you wish to designate as the primary contact from the drop-down list. *You must have one person designated as the primary contact; however you may have multiple emergency contacts.*

Click the Save button when you are finished.
12. After clicking the Save button a confirmation should be returned. Click the **OK** button to continue.

For questions regarding Personal Information updates:
Staff, Faculty, Contract Professionals and Graduate Assistants call 330-972-7096
or e-mail Human Resources at: hr_info_services@uakron.edu