

Entering your Emergency Contact in PAWS

- ▶ *You need to enter a contact person who, in the case that something happens to you, can be in touch with your family.*
- ▶ *This contact person can be outside of the US or inside the US; they can be a friend, family member, or your parent; and they do not need to speak English.*

Steps to add an Emergency Contact person in PAWS

- ▶ *Step 1: Choose an Emergency Contact Person*
- ▶ *Step 2: Log in to PAWS*
- ▶ *Step 3: Click on “Emergency Contact” option*
- ▶ *Step 4: Add or Edit your Emergency Contact*
- ▶ *Step 5: Enter the Contact’s Details*

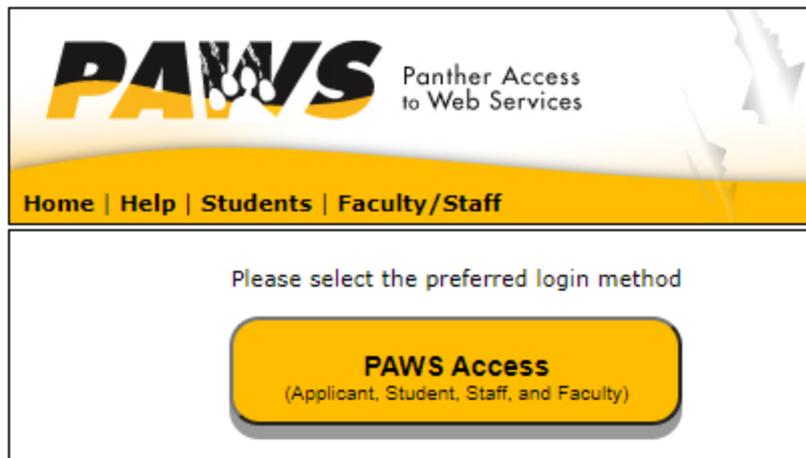
See the following slides for screenshots and detailed instructions on each step.

Step 1: Choose an Emergency Contact Person

- ▶ **Emergency Contact Person**
 - ▶ *This person can be a family member or friend*
 - ▶ *If your contact is a friend, make sure they can contact your family in an emergency*
 - ▶ *Your contact person does not need to speak English*
- ▶ **Contact's information you will need**
 - ▶ *Name*
 - ▶ *Relationship to you (friend, parent, sibling)*
 - ▶ *Phone Number: The phone number can be an international phone number*
 - ▶ *Address (optional)*

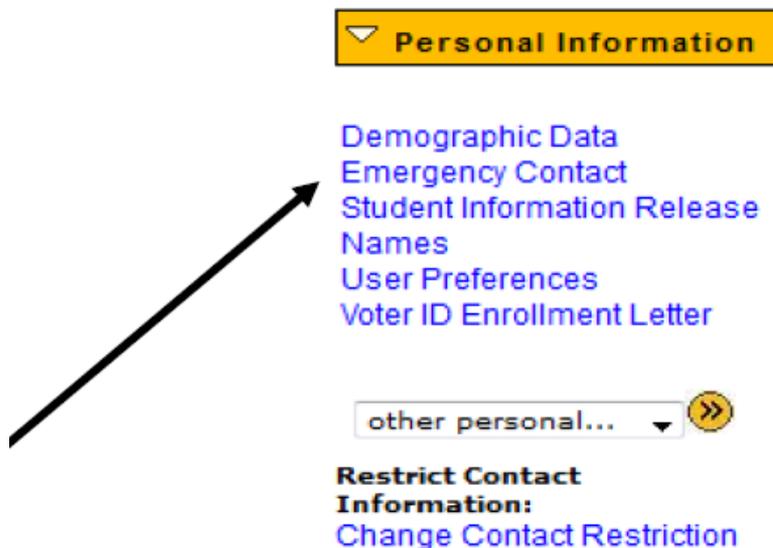
Step 2: Log in to PAWS

- ▶ Open www.uwm.edu/paws
- ▶ Click on the “PAWS Access” button
- ▶ Log in with your UWM ePanther ID and Password



Step 3: Click on the Emergency Contact option

- ▶ *On your landing page, find the “Personal Information” section*
- ▶ *Click on the “Emergency Contact” button on the left-hand side*



Step 4: Add or Edit your Emergency Contact

- ▶ *When redirected to the next page, click on “Add an Emergency Contact” to add a new contact*

Personal Information Security Credentials Participation

addresses | names | phone numbers | email addresses | internet addresses | emergency contacts | demographic information

Emergency Contacts

Below is a list of your emergency contacts. To edit the information for a contact, click the Edit button. To add a contact, click the Add an Emergency Contact button.

Primary Contact	Contact Name	Relationship	Phone	Extension	Country		
<input checked="" type="checkbox"/>	[REDACTED]	Spouse	[REDACTED]			edit	delete
<input type="checkbox"/>	[REDACTED]	Parent	[REDACTED]			edit	delete

ADD AN EMERGENCY CONTACT

SAVE

- ▶ *To update an existing Emergency Contact, click the “Edit” button*

Step 5: Enter the Contact's Details

- ▶ Enter the Contact's information (name, relationship, phone number)
- ▶ If you want to include an address, click the "Edit Address" link (you will be routed to a new page, see next slide)
- ▶ Click "Save" when complete.

Emergency Contacts

Emergency Contact Detail

*Contact Name

*Relationship

Contact's Address

Same Address as Individual

Country

Address

[Edit Address](#) ←

Contact's Phone

Same Phone as Individual

Phone Extension Country

Other Telephone Numbers

* Phone Type	Phone Number	Extension	Country	

[Return to Emergency Contacts Summary](#)

* Required Field

Step 5: Enter the Contact's Details

- ▶ *If you are including your contact's address, you can change the listed country by clicking on the "Change Country" link*

Favorites > Main Menu > Self Service > Campus Personal Information > Addresses

Edit Address

Country: New Zealand [Change Country](#) ←

Address 1: 43 Arcus St

Address 2:

City: Whangarei

OK Cancel

Override Address Verification

- ▶ *Click "OK" when complete and you will be routed back to the previous page; click "Save" when complete*

**Make sure to update your
Emergency Contact in PAWS when
any changes are made.**