

# Ensure you have Emergency Contacts on File

---

## Who makes a good contact

Think carefully, who would make the best emergency contact for you.

## Here are some points to consider:

- Potential contacts need to be aware of any medical issues or conflicts you may have.
- Choose someone your family knows, someone who cares about them and most importantly has their phone numbers.
- Choose someone who can handle troubling news about you and can stay calm enough to answer potentially lifesaving questions on your behalf.
- Have multiple methods of contacting your emergency contacts. List every phone number in the order that they should be called.
- Consider having more than one contact in case they are unable to reach the first person.

## How to enter your contacts into Skyward

- Log into Skyward Employee Access.
- Employee Information.
- Dropdown to Personal Information
- Emergency Contacts
  - First Name.
  - Last Name.
  - Relationship.
  - Emergency Comment (optional).
  - Primary Phone Number.
  - Additional Numbers.
  - Save when finished.