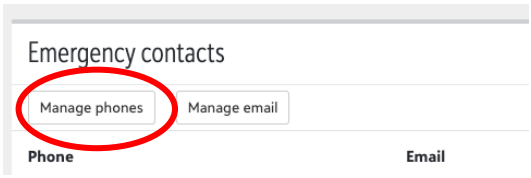
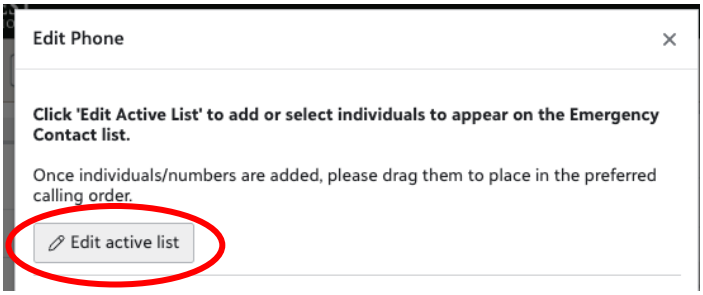
Managing Emergency Contacts

Complete the following steps for each child.

1. Sign in to **onCampus** and select your child from the upper-left corner of the screen.
2. On the child's page, select the **Contact Card** tab.
3. Scroll down to the **Emergency Contacts** section near the bottom of the page and select **Manage Phones**.



4. The names displayed are the contacts currently included on your child's emergency contact list.
    - To change the order in which contacts are called, simply drag and drop the names into your preferred order.
5. To add a new contact or update an existing contact, select **Edit Active List**.
    - Check the box next to each person you want included on the active emergency contact list.
    - To edit an existing contact's information, select the **pencil icon** next to the contact's name.
    - To add a new contact, select **Add Phone Number** and enter the requested information.



6. Repeat these steps for <u>each</u> of your children.

Pickup Authorization

If you are adding someone who is authorized to pick up your child (such as a grandparent, aunt, babysitter, nanny, or family friend), please clearly describe their pickup authorization in the **Relationship** field.

Examples:

- Grandparent – Allowed to Pick Up
- Aunt – Allowed to Pick Up in an Emergency
- Family Friend – Pickup Only (Do Not Call)
- Babysitter – Allowed to Pick Up