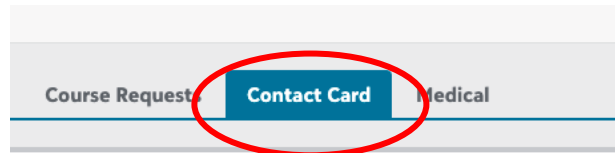


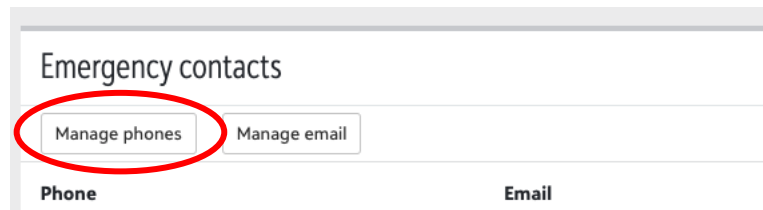
Managing Emergency Contacts

The following process will need to be completed for each child.

- 1) Sign into [onCampus](#) and select your student in the upper left-hand corner of the screen.
- 2) On the student's page, select Contact Card on the list of tabs.



- 3) Scroll down the contact card page to the Emergency Contacts section near the bottom of the screen and select "Manage Phones." You can also choose to add someone with a contact email rather than a contact phone number but we recommend phone numbers.



- 4) You may see the name and contact info on the right side of the screen. In this case, drag the contact box to the left column. If the contact is not listed on the right side of the screen, you can add them by selecting "Create a new phone number" and completing the contact information.**

Click 'Add' to create Emergency Contact list.

A sort order is required for a phone number and/or user profile.

Active

[+ Create a new phone number](#)

- 5) **Repeat the process for all children.**

**When adding an individual that is allowed to pick up such as a, grandparent friend or nanny, please explain the situation in the relationship. The following are a few examples that can be used:

"Grandparent – Allowed to Pickup"

"Family – Allowed to Pickup"

"Friend –Pickup only/no call"

"Babysitter – Allowed to Pickup"