

How to update your Emergency Contacts in the MyIIT Portal (my.iit.edu)

- 1) Log in to your MyIIT Portal
- 2) Click on the Academics Tab

The screenshot shows the MyIIT Portal homepage. The navigation bar at the top includes 'Welcome', 'Academics', 'Student Life', 'Finances', 'Work', 'Library', 'Research', 'My Stuff', and 'Training and Support'. The 'Academics' tab is circled in green. Below the navigation bar, there are several content panels: 'IIT Events' with a list of upcoming events, 'IIT Today' with a red banner and news articles, 'Public Safety' with emergency phone numbers, and 'Personal Announcements' with a registration link. The date 'July 9, 2010' is displayed in the top right corner.

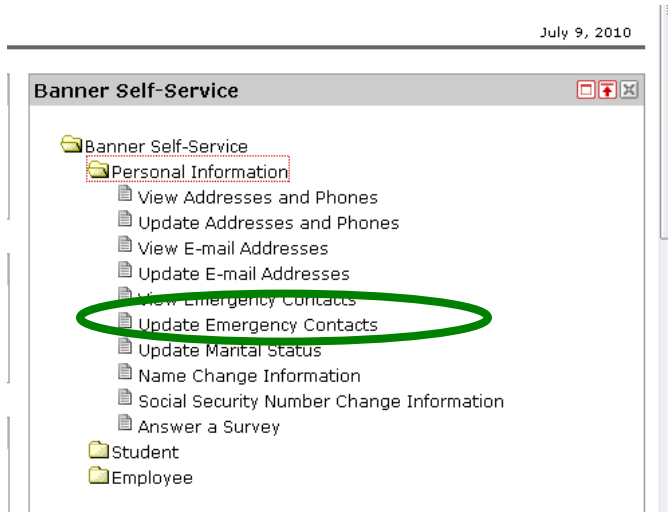
- 3) On the right side click on Banner Self Service

The screenshot shows the user interface after logging in. The navigation bar at the top includes 'Welcome', 'Academics', 'Student Life', 'Finances', 'Work', 'Library', 'Research', 'My Stuff', and 'Training and Support'. The 'Academics' tab is selected. On the right side, the 'Banner Self-Service' panel is highlighted with a green circle. Below it, the 'Undergraduate DegreeWorks' panel is visible. The date 'July 9, 2010' is displayed in the top right corner.

- 4) Click on Personal Information

The screenshot shows the 'Banner Self-Service' dropdown menu. The menu items are 'Banner Self-Service', 'Personal Information', 'Student', and 'Employee'. A green arrow points to the 'Personal Information' option. The date 'July 9, 2010' is displayed in the top right corner.

5) Select “Update Emergency Contacts”



****If you have an emergency contact you will see it displayed here. You can add, edit or remove contacts from here.**

6) Click on “New Contact”



7) Select a Relationship and complete the information on the form. Click Submit Changes when finished.

Academic Tab

Personal Information Student Employee

Search

Update Emergency Contacts

Enter a new emergency contact. When finished, Submit Changes.

Remove Contact:

Order:

Relationship:

First Name:

Middle Initial:

Last Name:

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

Zip or Postal Code:

Country:

Area Code: Phone Number: Extension:

8) Repeat the process to add additional contacts. Use the “Order” field to update the order in which you want the people contacted.

Search

Update Emergency Contacts

 Update a contact by selecting that contact and making the necessary changes.

Emergency Contacts



Order	Name	Address and Phone	Relationship
1	Edward King	27/10 Blair Street Edinburgh EH3 7NG United Kingdom +44 0131226	Father
2	New Contact		

RELEASE: 7.3.1.1

****Make sure to keep the contact information up to date!**