How To Add Emergency Contacts

1. Inside Student Management, click the Students Tab.
   Under Students, select Student Profile.

2. In the box next to Student, type in the Student Key or ID Number into the box.
   Press the Enter key.

3. Click the “Emer Info” link under the Emergency tab on the left hand side of the screen.
4. Click the “Add” button. A new window will open.

5. Enter the guardian’s first and last name in the corresponding areas.

6. Select “Click Here To Search for Entered Name.”

7. Click on the name for the existing guardian that needs to be added to the student’s emergency contacts.

   Note: If there is no matching name for the person that was searched for, they will need to be added to the system.

8. Click the “Add Selected Name As Emergency Contact” button. The window will close, and a new window will open.
9. In the Emergency Contact area, edit any information that needs changes.
   Change the Pickup box if the contact is allowed to pick up the student or not.

10. In the Contact Information area, check that the phone numbers are accurate.

11. In the Emergency Information area, select the contact’s relationship to the student.

12. Fill in any missing information from the Emergency Contact Card.
    Click the “Save” button.
    The window will close.

13. The new emergency contact will now be listed.