## How To Move or Delete an Emergency Contact

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. To move Walter Fake, select his name.

5. Click the “Move Up” button.

6. Walter Fake is now one row above his original position.

7. To remove Jamie Fake, select her name.

8. Click the “Delete” button.

   A message box will open.

9. If you want to delete the person as an emergency contact, click “OK.”

   The message box will close.

10. The Emergency Info screen will refresh, and Jamie Fake has been deleted.