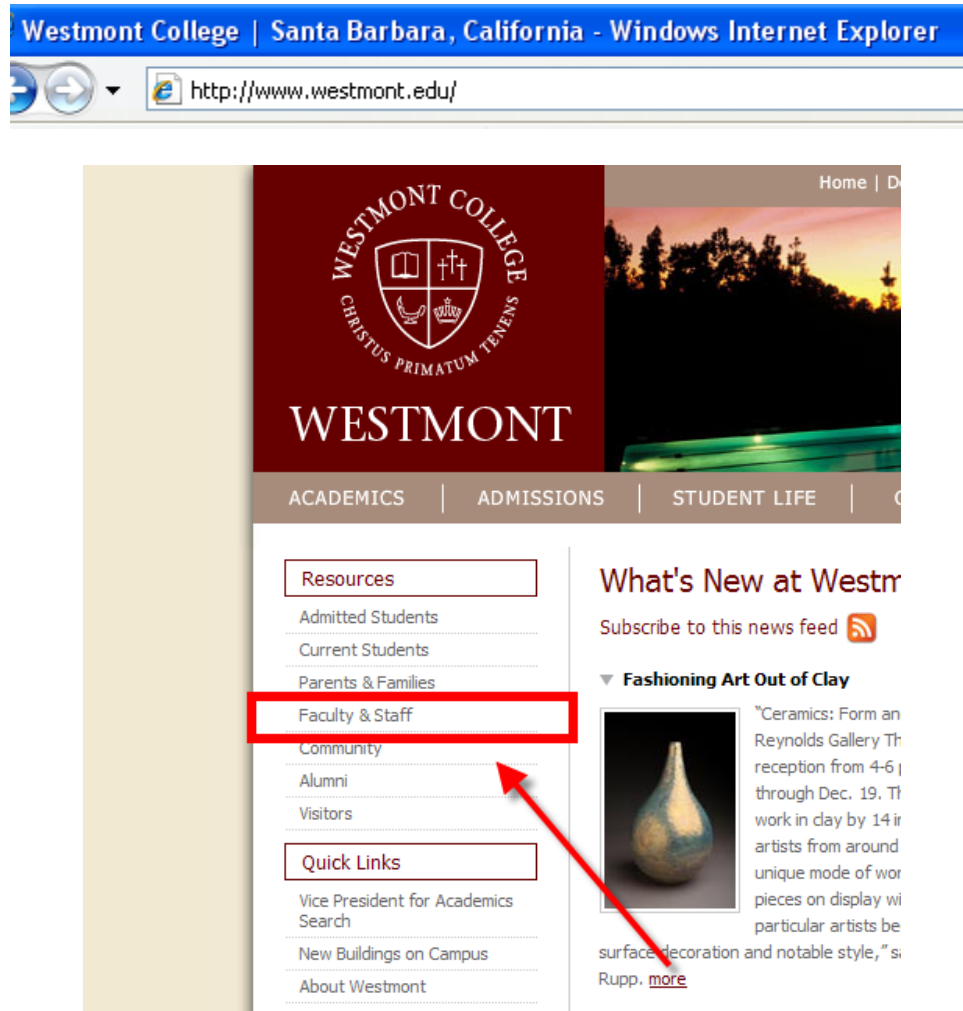
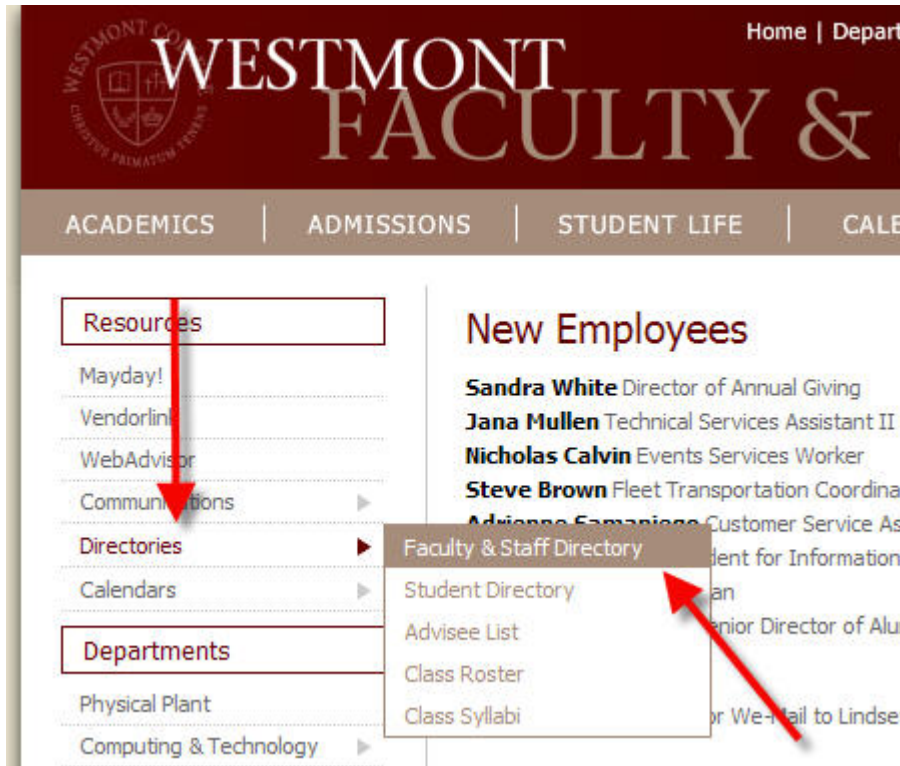


Update Your Emergency Contact Information

1. Visit www.westmont.edu and select the Faculty and Staff link on the left-hand side of the screen.



2. Under Resources, select Directories and then Faculty and Staff Directory.



3. Select "Login" and enter your email user name and password.

Faculty and Staff Directory

Name Title Department Department

Faculty and Staff Directory

Name Title Department Department

Login for more information

Email Account: Password:

4. Under your photo, you should see a link for "Emergency Contact." Select that link.

	Name	Title	Department	Phone	Loc	E-mail
	Amanda Schaub	Employment & Benefits Coordinator	Human Resources	6065	KH 208D	aschaub
Home Information						
UPDATE YOUR: Contact Information - Emergency Contact Payroll Deduction		1227 Stonecreek Road, Unit I Santa Barbara, CA 93105-4355	Spouse: Ryan			

5. Enter the following information: your emergency contact name, your emergency contact's phone number, and finally, your person cell phone number. See the checkmarks below.

Emergency contact and contacting you during an emergency

Your emergency contact name:

Emergency contact phone:

Your cell phone number (to contact you in the event of a campus emergency):

[Alumni Directory](#) | [Student Directory](#) | [Print Full Directory](#)

6. You will receive a confirmation once the information has been entered correctly.

If you have any questions regarding these instructions, please contact Amanda Schaub or Aubrey Reed in Human Resources.

Thank you!