

# WAYPOINT TRAINING

VIEWING DEMOGRAPHIC INFORMATION



# NAVIGATE TO MY.WESTMONT.EDU



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🔍 Search the myWestmont Portal

Welcome! Please use the searchbar above to search the myWestmont portal.

 Directories

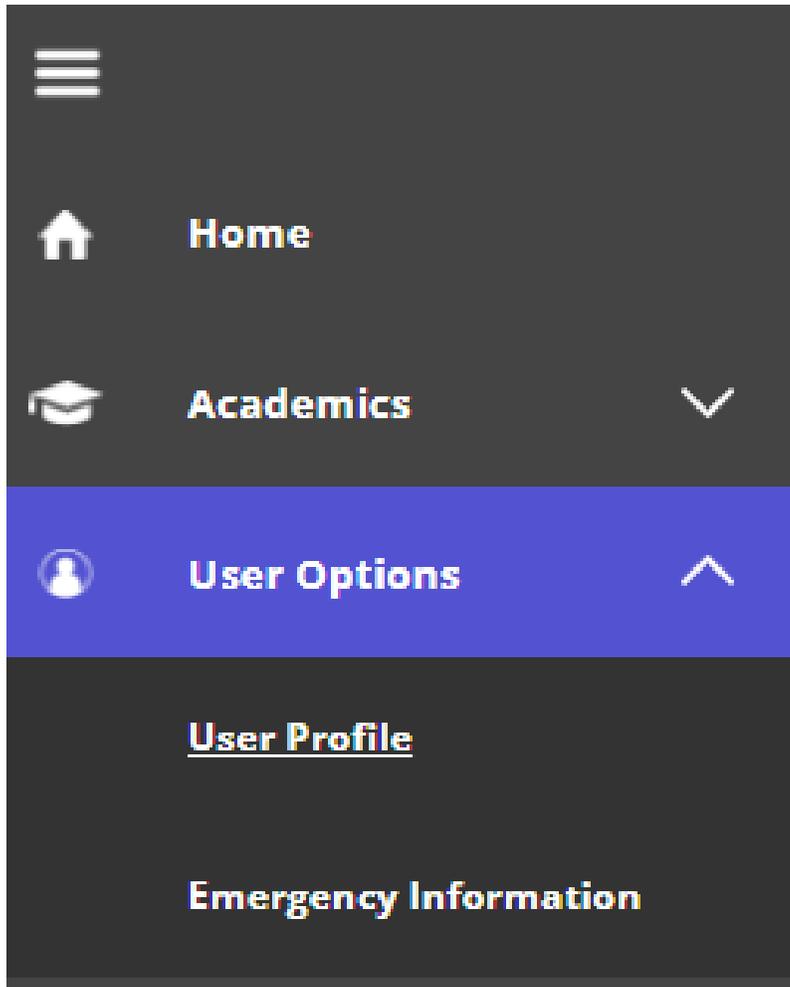
 Waypoint



Add Favorite

Navigate to [my.westmont.edu](https://my.westmont.edu) and click on the Waypoint link

# USER OPTIONS



Under the User Options on the left hand side select User Profile.

# USER PROFILE

## About You



Sample Student

Colleague ID: [REDACTED]

Date of Birth:

✉ [REDACTED]@westmont.edu

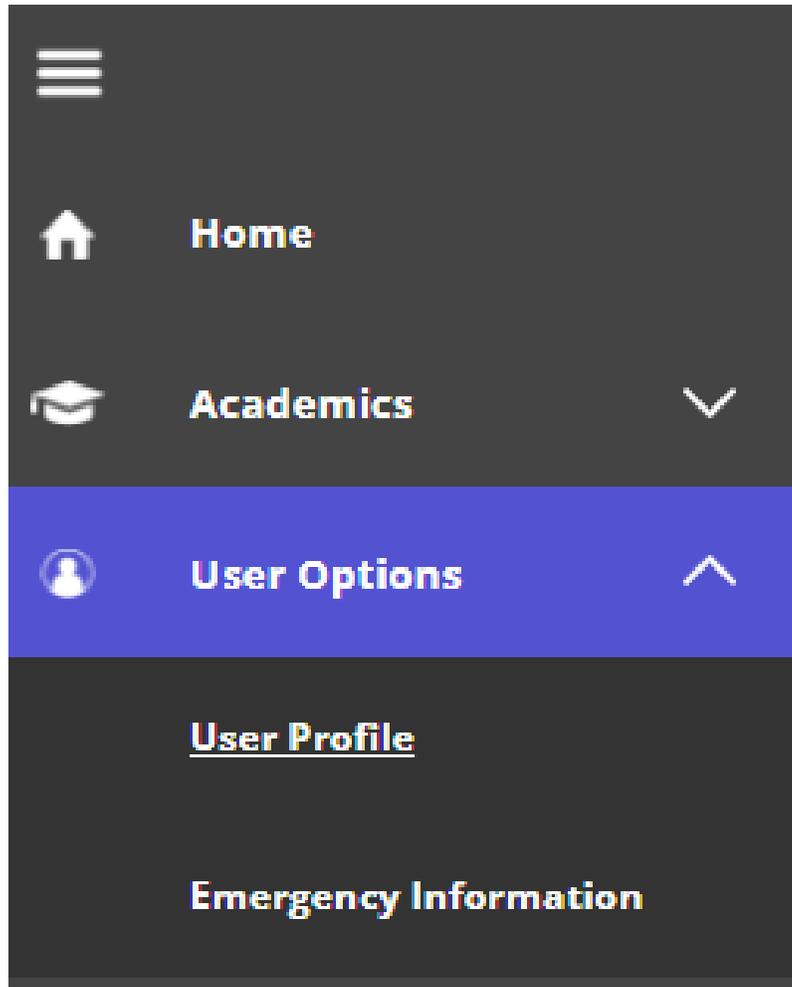
Nickname:



You can see your personal information and photo in the upper left hand corner.

Further on this page you can also see the home address, email addresses and phone numbers we have on file for you.

# USER OPTIONS



Under the User Options on the left hand side select Emergency Information.

# EMERGENCY INFORMATION

## Emergency Information



**Not Confirmed**

I confirm that this information is accurate and current as of today.

Confirm

## Emergency Contacts

+ Add New Contact

**FATHER**

Daytime Phone

Evening Phone

Other Phone

Address

Effective Date

Emergency Contact



Missing Person Contact



**MOTHER**

Daytime Phone

Evening Phone

Other Phone

Address

Effective Date

Emergency Contact



Missing Person Contact



Here you can verify whether our emergency contact information for you is accurate.

# EMERGENCY INFORMATION

## Emergency Information

 **Not Confirmed**  
I confirm that this information is accurate and current as of today. Confirm

## Emergency Contacts

[+ Add New Contact](#)

**FATHER**

Daytime Phone [Redacted]

Evening Phone [Redacted]

Other Phone [Redacted]

Address [Redacted]

Effective Date [Redacted]

Emergency Contact ✓

Missing Person Contact ✗

**MOTHER**

Daytime Phone [Redacted]

Evening Phone [Redacted]

Other Phone [Redacted]

Address [Redacted]

Effective Date [Redacted]

Emergency Contact ✓

Missing Person Contact ✗

If it is incorrect, click the Pencil button next to the contact, which will allow you to edit and Update Contact.

# EMERGENCY INFORMATION

## Emergency Information

 **Not Confirmed**  
I confirm that this information is accurate and current as of today. Confirm



## Emergency Contacts

+ Add New Contact

**FATHER**

Daytime Phone [Redacted]

Evening Phone [Redacted]

Other Phone [Redacted]

Address [Redacted]

Effective Date [Redacted]

Emergency Contact ✓

Missing Person Contact ✗

**MOTHER**

Daytime Phone [Redacted]

Evening Phone [Redacted]

Other Phone [Redacted]

Address [Redacted]

Effective Date [Redacted]

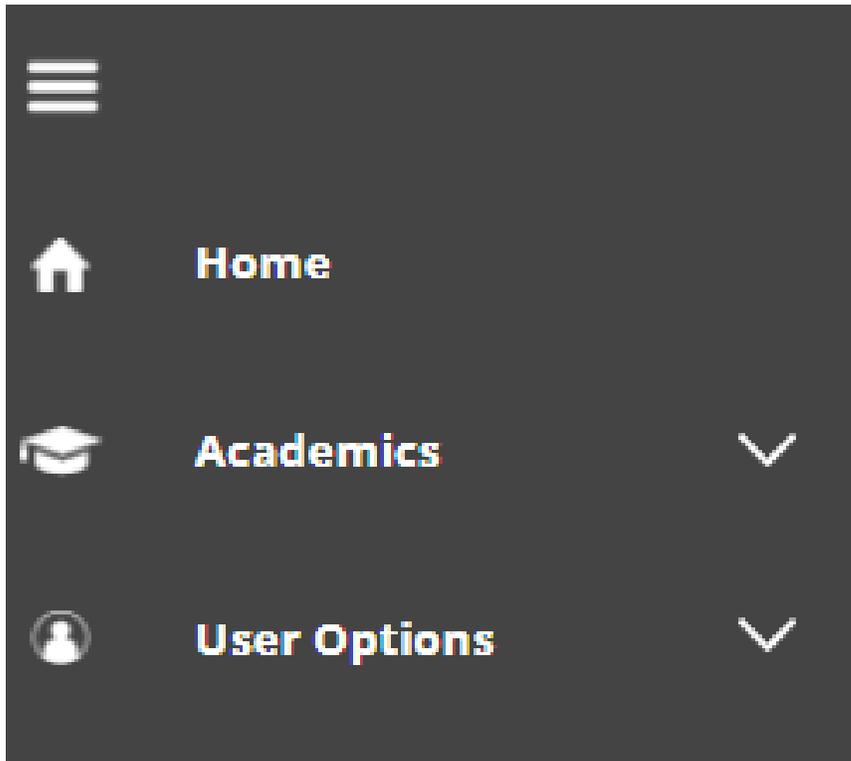
Emergency Contact ✓

Missing Person Contact ✗

Once your information is accurate click the Confirm button. This is the Emergency Contact Clearance for registration.

# NAVIGATE BACK TO THE HOME PAGE



You can navigate back to the home page using the Home option on the left hand side.