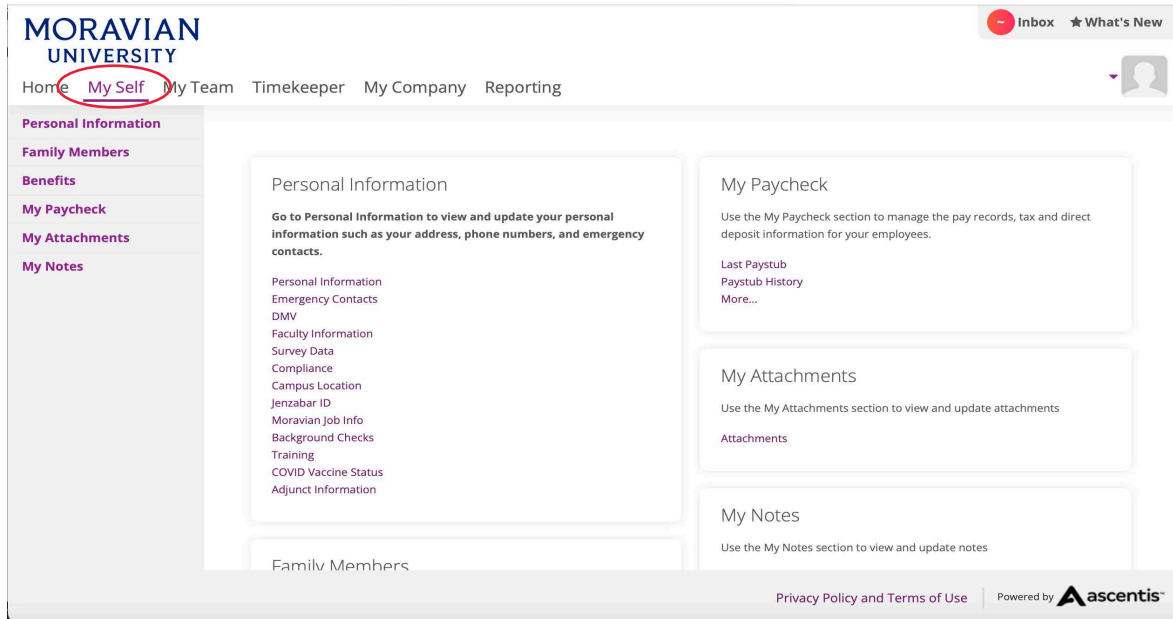


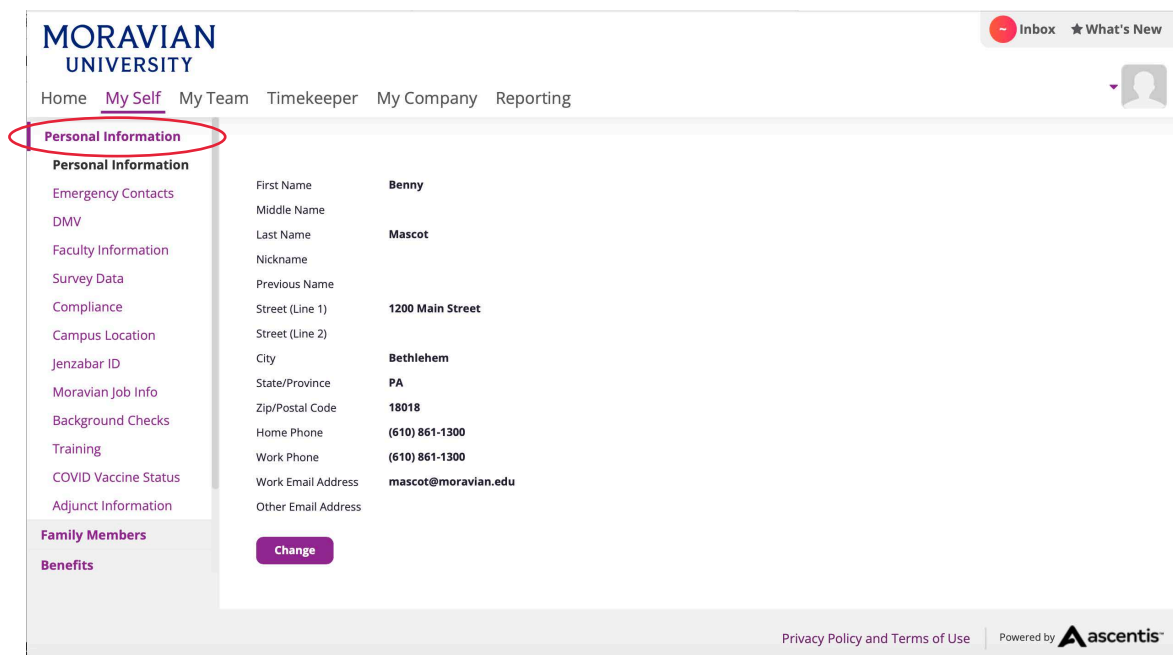
MORAVIAN UNIVERSITY

HOW TO EDIT AN EMERGENCY CONTACT

1. Click on “MY SELF” tab



2. Click on “Personal Information”



Should you require assistance using these instructions or employee self-service in general, please contact HR@moravian.edu or call 610-861-1527.

MORAVIAN UNIVERSITY

3. Click on “Emergency Contacts” under the personal information tab

The screenshot shows the Moravian University employee self-service portal. The left sidebar contains a list of navigation options under the 'Personal Information' tab. The 'Emergency Contacts' option is circled in red. The main content area displays a table with one contact entry for Bryon Grigsby, a friend, with a cell phone number of (610) 861-1300. A 'New' button is visible below the table.

Action	Name	Relationship	Cell Phone	Work Phone	Other Phone
Change Delete	Bryon Grigsby	Friend	(610) 861-1300		

4. Click on “Change” (you can instead choose “delete” to remove the contact)

This screenshot is identical to the previous one, but the 'Change' link in the 'Action' column of the contact table is circled in red. The 'Delete' link is also visible next to it.

Action	Name	Relationship	Cell Phone	Work Phone	Other Phone
Change Delete	Bryon Grigsby	Friend	(610) 861-1300		

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MORAVIAN UNIVERSITY

5. Type in the changes you wish to make

MORAVIAN UNIVERSITY

Inbox What's New

Home My Self My Team Timekeeper My Company Reporting

Personal Information

Personal Information

Emergency Contacts

DMV

Faculty Information

Survey Data

Compliance

Campus Location

Jenzabar ID

Moravian Job Info

Background Checks

Training

COVID Vaccine Status

Adjunct Information

Family Members

Benefits

*Name

*Relationship

Cell Phone

Work Phone

Other Phone

Save Changes Cancel

Please enter all fields having a red label and *

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6. Click "Save Changes"

MORAVIAN UNIVERSITY

Inbox What's New

Home My Self My Team Timekeeper My Company Reporting

Personal Information

Personal Information

Emergency Contacts

DMV

Faculty Information

Survey Data

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Jenzabar ID

Moravian Job Info

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COVID Vaccine Status

Adjunct Information

Family Members

Benefits

*Name

*Relationship

Cell Phone

Work Phone

Other Phone

Save Changes Cancel

Please enter all fields having a red label and *

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Should you require assistance using these instructions or employee self-service in general, please contact HR@moravian.edu or call 610-861-1527.

MORAVIAN UNIVERSITY

7. You are now able to see your updated emergency contact

The screenshot displays the Moravian University self-service portal. The top navigation bar includes the university logo, an 'Inbox' notification, and a 'What's New' notification. Below the navigation bar, there are tabs for 'Home', 'My Self', 'My Team', 'Timekeeper', 'My Company', and 'Reporting'. The 'My Self' tab is selected. On the left side, there is a sidebar menu with categories: 'Personal Information', 'Emergency Contacts', 'Faculty Information', 'Survey Data', 'Compliance', 'Campus Location', 'Jenzabar ID', 'Moravian Job Info', 'Background Checks', 'Training', 'COVID Vaccine Status', 'Adjunct Information', 'Family Members', and 'Benefits'. The 'Emergency Contacts' section is active, showing a table with the following data:

Action	Name	Relationship	Cell Phone	Work Phone	Other Phone
Change Delete	Bryon Grigsby	Friend	(610) 861-1300		

Below the table, there is a 'New' button. At the bottom of the page, there is a footer with 'Privacy Policy and Terms of Use' and 'Powered by ascentis'.

Should you require assistance using these instructions or employee self-service in general, please contact HR@moravian.edu or call 610-861-1527.