

MORAVIAN UNIVERSITY

HOW TO ADD AN EMERGENCY CONTACT

1. Click on “MY SELF” tab

The screenshot shows the Moravian University self-service portal. The top navigation bar includes 'Home', 'My Self' (selected), 'My Team', 'Timekeeper', 'My Company', and 'Reporting'. The left sidebar lists various categories: 'Personal Information', 'Family Members', 'Benefits', 'My Paycheck', 'My Attachments', and 'My Notes'. The main content area is titled 'Personal Information' and contains a list of links: 'Personal Information', 'Emergency Contacts', 'DMV', 'Faculty Information', 'Survey Data', 'Compliance', 'Campus Location', 'Jenzabar ID', 'Moravian Job Info', 'Background Checks', 'Training', 'COVID Vaccine Status', and 'Adjunct Information'. Below this list is a 'Family Members' section. The bottom of the page features a 'Privacy Policy and Terms of Use' link and a 'Powered by Ascentis' logo.

2. Click on “Personal Information”

The screenshot shows the 'Personal Information' page in the Moravian University self-service portal. The left sidebar is expanded to show 'Personal Information' selected, with sub-links for 'Emergency Contacts', 'DMV', 'Faculty Information', 'Survey Data', 'Compliance', 'Campus Location', 'Jenzabar ID', 'Moravian Job Info', 'Background Checks', 'Training', 'COVID Vaccine Status', and 'Adjunct Information'. The main content area displays a form with the following fields and values:

First Name	Benny
Middle Name	
Last Name	Mascot
Nickname	
Previous Name	
Street (Line 1)	1200 Main Street
Street (Line 2)	
City	Bethlehem
State/Province	PA
Zip/Postal Code	18018
Home Phone	(610) 861-1300
Work Phone	(610) 861-1300
Work Email Address	mascot@moravian.edu
Other Email Address	

At the bottom of the form is a purple 'Change' button. The bottom of the page features a 'Privacy Policy and Terms of Use' link and a 'Powered by Ascentis' logo.

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 top navigation bar with 'HOME', 'MY SELF', and 'MY COMPANY' tabs. Below this is a sidebar menu with the following items: 'Personal Information', 'Personal Information', 'Emergency Contacts' (highlighted in yellow), 'Faculty Information', 'Campus Location', 'Family Members', 'Benefits', 'My Paycheck', and 'My Attachments'. The main content area has a table header with columns 'Action', 'Name', and 'Relationship'. Below the header, it says 'You have not yet created any emergency contacts.' and there is a red 'New' button.

4. Click on “New”

This screenshot is similar to the previous one, but the 'Emergency Contacts' tab in the sidebar is now selected. The 'New' button in the main content area is highlighted in yellow, and a black arrow points directly to it.

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

5. Type in emergency contact information

HOME MY SELF MY COMPANY

Personal Information

Personal Information

Emergency Contacts

Faculty Information

Campus Location

Family Members

Benefits

My Paycheck

My Attachments

*Name Bryon Grigsby

*Relationship Owner

Cell Phone (610) 861-1300

Work Phone

Other Phone

Save Changes Cancel

Please enter all fields having a red label and *

6. Click "Save Changes"

HOME MY SELF MY COMPANY

Personal Information

Personal Information

Emergency Contacts

Faculty Information

Campus Location

Family Members

Benefits

My Paycheck

My Attachments

*Name Bryon Grigsby

*Relationship Owner

Cell Phone (610) 861-1300

Work Phone

Other Phone

Save Changes Cancel

Please enter all fields having a red label and *

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 emergency contact

The screenshot shows a web application interface with a navigation bar at the top containing 'HOME', 'MY SELF', and 'MY COMPANY'. Below the navigation bar is a sidebar menu with options: 'Personal Information', 'Emergency Contacts', 'Faculty Information', 'Campus Location', 'Family Members', 'Benefits', 'My Paycheck', and 'My Attachments'. The main content area displays a table of emergency contacts. The table has columns for 'Action', 'Name', 'Relationship', and 'Cell Phone'. One contact is listed: Bryon Grigsby, Owner, with cell phone (610) 861-1300. A 'New' button is visible next to the 'Emergency Contacts' section.

Action	Name	Relationship	Cell Phone
Change Delete	Bryon Grigsby	Owner	(610) 861-1300

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