

Adding, Editing and/or Deleting Emergency Contacts on CAESAR

The **Emergency Contacts** section allows you to manage your emergency contacts. You can add, edit and delete them. You can also update your primary contact through the link in this section. These instructions will review these in order.

In times of emergency, it may be necessary for us to know who can make medical decisions on your behalf. This information is used in the rarest of occasions, but it is important. Please review this information every time you register to make sure it is correct. **[Note:** *Emergency Contact* numbers are different from *Emergency Notification* numbers. Emergency Notification numbers are used in times of an emergency on campus when it may be necessary for us to contact you quickly. In the event of such an emergency, a recorded message will be sent to each of the numbers that you have designated to be used for emergency notification. Emergency notification numbers can be updated by navigating from the Menu to: *Personal Portfolio > My Phone Numbers*. For further information, see separate instructions for updating Emergency Notification numbers.]

In this example, the contact "Sheila" was previously added and set as the primary contact. The system will automatically set a new contact as the primary contact if this new contact is the only contact on the list.

Section 1 Adding an Emergency Contact:

Step 1 Navigate to the CAESAR homepage, <http://www.northwestern.edu/caesar/>, and Sign In using your NetID and password. The **Student Center** appears.

▼ **Personal Information**

[Demographic Data](#)

[Emergency Contact](#)

[User Preferences](#)

Contact Information

Current Address	Permanent Address
1300 Maple Ave Evanston, IL 60201	1234 Elm Street Wilmette, IL 60091
Current Phone	Northwestern Email
847/123-4567	sstudent@northwestern.edu

▼ »»

Step 2 At the bottom of your page you will see a section called "Personal Information". Click on the [Emergency Contact](#) link. The **Emergency Contacts** page appears.

Sally Student

go to ... ▼ »»

Personal Information

User Preferences

addresses

phone numbers

emergency contacts

demographic information

Emergency Contacts

Below is a list of your emergency contacts. To edit the information for a contact, click the Edit button. To add a contact, click the Add an Emergency Contact button.

Primary Contact	Contact Name	Relationship	Phone	Extension		
<input checked="" type="checkbox"/>	Sheila Student	Parent	847/765-4321			<div style="display: flex; justify-content: space-around; font-size: 0.8em;"> edit delete </div>

ADD AN EMERGENCY CONTACT

SAVE

- Step 3** To **add** an emergency contact press the **ADD AN EMERGENCY CONTACT** button. The Emergency Contact Detail page appears.
- Step 4** Enter a **Contact Name** and **Relationship**. [Note: to designate a contact as a “Primary Contact” make sure to click on the checkbox in the Primary Contact column to the left of the Contact Name.]
- Step 5** To enter a **Contact’s Address**, click on the checkbox called “Same Address as Individual” to choose the same address as the student. Then choose the Address Type of the same address you wish to choose. The address will appear in the Contact’s Address section. Or, click on the Edit Address link to add a different address or edit an existing address
- Step 6** To enter a **Contact’s Phone**, click on the checkbox called “Same Phone as Individual” to choose the same phone number as the student. Then choose the Phone Type of the same phone number you wish to choose. The phone number will appear in the Contact’s Phone section.
- Step 7** To enter **Other Telephone Numbers** select the Phone Type from the drop-down menu provided and enter the telephone number. To add additional “Other Telephone numbers press the **ADD A PHONE NUMBER** button, select the Phone Type from the drop-down menu provided and enter the additional telephone number.
- Step 8** To complete the process, press the **SAVE** button. If the save is successful you will get a message stating “Save Confirmation; The Save was successful.”
- Step 9** Press **OK**.

Section 2 Editing an Emergency Contact:

- Step 1** Follow steps one and two in section 1 above to login to CAESAR and open the Emergency Contacts page.
- Step 2** To **edit** an emergency contact press the **edit** button next to the contact you wish to edit. The Emergency Contact Detail page appears.
- Step 3** Modify the information as appropriate. [Note: you may need to uncheck the Same Address as Individual” box in order to access the edit address link.]
- Step 4** Press the **SAVE** button to save your modifications. If the save is successful you will get a message stating “Save Confirmation; The Save was successful.”
- Step 5** Press **OK**.

Deleting an Emergency Contact:

- Step 1** Follow steps one and two in section 1 above to login to CAESAR and open the Emergency Contacts page.
- Step 2** To **delete** an emergency contact press the **delete** button next to the contact you wish to delete. The Delete Confirmation page appears.
- Step 3** To delete the contact press the **YES - DELETE** button. To cancel the delete, press the **NO - DO NOT DELETE** button.

To ensure account security, when you have completed your transaction, from top right of the **CAESAR banner**, *click Sign out* to close your session and then quit your browser. **For more information about using these and other CAESAR functions, please see the online help available from <http://www.northwestern.edu/caesar/help/>. If you need further assistance, please contact the IT Information Center helpdesk located at 1800 Sherman Avenue, at 847-491-HELP or caesar@northwestern.edu.**