

## Maintaining Your Emergency Information on CAESAR

### Section 1 Overview:

**Emergency Notification Phone numbers:** In times of an emergency on campus, a recorded message will be sent to each of the numbers that you have designated to be used for emergency notification. **The University requires you to confirm or update this information at least once every year.**

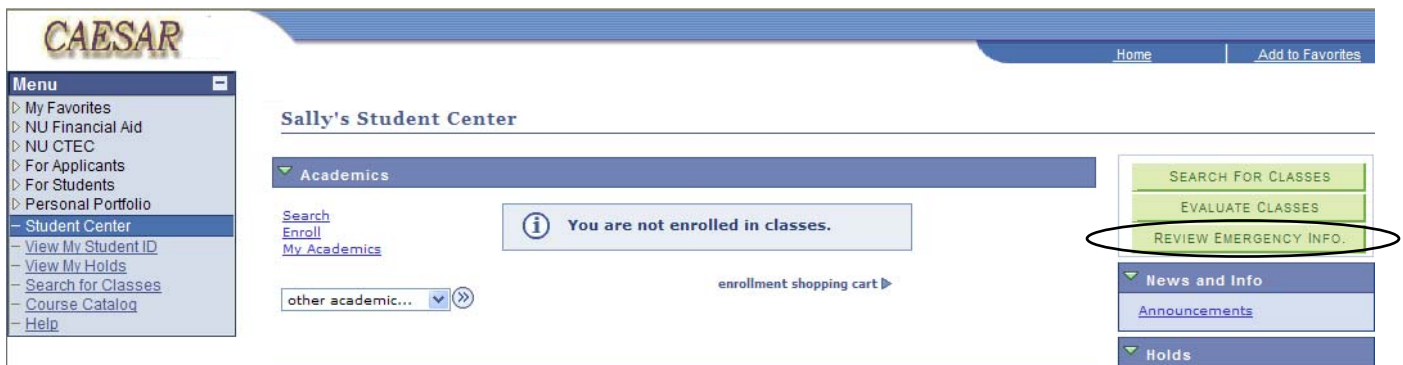
If a **“Registration: No Emergency #”** message appears in the “Holds” box on your CAESAR Student Center, it will be removed immediately when you save at least one new emergency notification phone number, update an existing emergency notification number or confirm/reaffirm the continued accuracy of existing numbers by pressing the “sign” button. [Note: after you designate an emergency notification number and return to the student center, you may need to refresh your browser page for the hold to visually disappear off of the student center page.]

**Emergency Contacts** are people who can be contacted to make medical decisions on your behalf. Please be sure to provide at least one up-to-date emergency contact.

### Section 2 Adding Emergency Notification Number(s):

Note: these instructions do not apply to Kellogg, non-degree and School of Continuing Studies non-credit students since these populations don't use CAESAR to update personal information.

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



**Step 2** Press the **REVIEW EMERGENCY INFO.** button. The Emergency Information Summary page appears.

**Step 3** If you are an incoming student and have not yet designated an Emergency Notification number, press the **ADD EMERGENCY NOTIFICATION PHONE NUMBERS** button. If you are a continuing student and wish to add an Emergency Notification number, press the **edit** button. The Phone Numbers page appears.

**Step 4** To **add** an emergency notification number press the **ADD A PHONE NUMBER** button. A new blank row appears below the phone numbers.

**Step 5** Select **Phone Type “Cellular” or “Current”** from the drop-down menu provided.

**Step 6** Enter a telephone number in the **Telephone** field. If appropriate, enter a telephone number extension in the **Ext** field.

**Step 7** Click on the checkbox provided in the **Use for Emergency Notification** column next to the phone number(s) you wish to use for emergency notification purposes. [Note: only Cell and Current telephone numbers can be designated as emergency notification numbers.]

Your completed page might look like this:

**Sally Student** go to ...

Personal Information	User Preferences
addresses	phone numbers      demographic information

### Phone Numbers

Select a 'Phone Type' for each phone number entered below.

Designate at least one phone as your Emergency Notification Number by selecting the checkbox next to the correct number.

You may designate Cellular and/or Current (local) numbers as Emergency Notification Numbers, both of which may be used to reach you in the event of a campus emergency.

Specify your primary contact number to be used for regular university business by selecting the 'Preferred' checkbox.

*Phone Type	*Telephone	Ext	Use for Emergency Notification	Preferred	
Permanent <input type="button" value="v"/>	<input type="text" value="630/345-6789"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="delete"/>
Current <input type="button" value="v"/>	<input type="text" value="847/987-6543"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="delete"/>
Cellular <input type="button" value="v"/>	<input type="text" value="630/123-4567"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="delete"/>

\* Required Field

**Step 8** To complete the process, press the  button. If the save is successful you will get a message stating "Save Confirmation; The Save was successful."

**Step 9** Press .

### Section 3 Confirming or Updating Emergency Notification Number(s):

**Step 1** Follow steps one and two in section 2 above to login to CAESAR and open the **Emergency Information Summary** page.

**Step 2** Review the numbers in the **Emergency Notification Phone Numbers** section.

**Step 3** If the number(s) listed are still the best way to reach you, verify their accuracy by selecting the  button. You're done!

**Step 4** If you need to update your emergency notification number(s), press the  button on the right. You will be re-directed to your Phone Numbers page.

**Step 5** Make the necessary changes, and remember that you can provide both a cell and a local/current number for notification by checking the boxes in the "Use for Emergency Notification" column.

**Step 6** Press the  button to save your modifications. If the save is successful you will get a message stating "Save Confirmation; The Save was successful."

**Step 7** Press .

## Section 4 Adding or Updating Emergency Contact(s):

- Step 1** Follow steps one and two in section 2 above to login to CAESAR and open the **Emergency Information Summary** page.
- Step 2** If you are an incoming student and have not yet designated an Emergency Contact(s), press the **ADD EMERGENCY CONTACTS** button. If you are a continuing student and wish to add or update an Emergency Contact, press the **edit** button. The Emergency Contact page appears.
- Step 3** To **add** an emergency contact press the **ADD AN EMERGENCY CONTACT** button. (Or, to **edit** an Emergency Contact press the **edit** button; to **delete** an Emergency Contact press the **delete** button.) The Emergency Contact Detail page appears.
- Step 4** Enter a **Contact Name** and **Relationship**.
- 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**.

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](mailto:caesar@northwestern.edu).**