My Details: Emergency Contact Details

Applicable to the following Staff Groups:

- ✓ University of Nottingham staff
- ✓ University of Nottingham casuals / associates
- ✓ Non University of Nottingham staff (e.g. Unitemps, Nottingham Scientific Ltd)

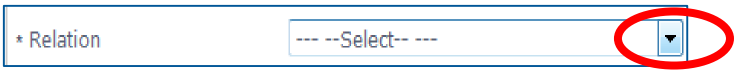
Please provide details of the person(s) that you would want the University to contact in case of emergency. This will normally be one or two key contacts.

- ➢ Once submitted, any change made will be reflected in your MyView record immediately.
- ➢ Note that these details may be shared with your manager in the event of an emergency.

How Do I ADD a new Emergency Contact?

1. Click ‘Add Contact’:

2. Select a Relation by clicking on the down arrow at the end of the field:



3. Enter a Forename and Surname as these fields are mandatory.

4. Enter any further information about your emergency contact to enable us to contact them in the event of an emergency. For example, their relationship to you, telephone number, home address.

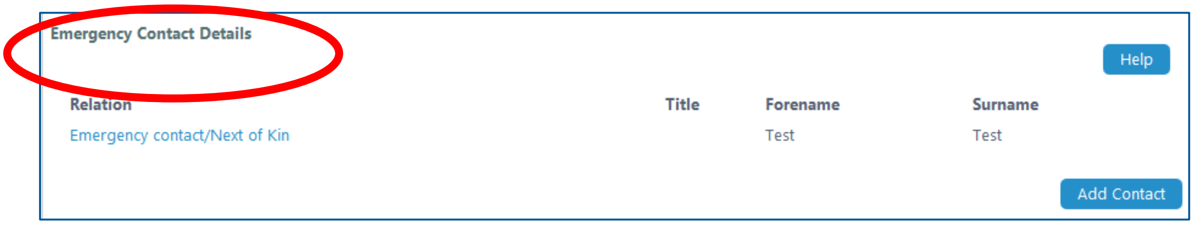
5. Check that the details you have entered are correct.

6. Click ‘Save Contact’ (bottom, right) to save your emergency contact. (If you decide you do not wish to add them, you can click ‘Cancel Add Contact’).

7. Click ‘Submit’ (bottom, right) to submit your change. This will be reflected in your MyView record immediately:

How Do I AMEND an existing Emergency Contact’s Details?

1. Click the relevant emergency contact link underneath the ‘Relation’ column:



2. Amend the relevant data. For example, amend their Mobile Telephone Number.
3. Check that the details you have entered are correct.
4. Click ‘Save Contact’ (bottom, right) to save your changes.

5. Click ‘Submit’ (bottom, right) to submit your change. This will be reflected in your MyView record immediately:

How Do I DELETE an existing Emergency Contact?

1. Click the relevant emergency contact link underneath the ‘Relation’ column:

2. Click ‘Remove Contact’ (bottom, right) to delete this emergency contact from your Human Resources record.

3. Click ‘Submit’ (bottom, right) to submit your change. This will be reflected in your MyView record immediately: