**View Employee Emergency Contact**

Use the Employee Emergency Contact page to obtain contact information for contacting family or friends if an employee has an emergency situation.

1. Navigate to My U > Key Links > PeopleSoft > Campus Solutions > Campus Community > Personal Information > Biographical > Emergency Contact.

   The Contact Address/Phone tab is the default tab displayed.

   - This example shows the employee has more than one emergency contact.
   - Click <View All> to view additional contacts for this employee.
   - Employees can add or update their emergency contact information in MyU by clicking the My Info tab.
   - If there are additional phone numbers for the emergency contact, the numbers are displayed in the Contact Phone section.