

# Manage Your Emergency Contacts

Emergency contact information may be used in the event you become ill, injured, or in the case of any other emergency. Using PeopleSync, you have the ability to easily manage your emergency contact details by:

- Editing existing emergency contact(s)
- Adding new emergency contact(s)
- Delete existing emergency contact(s)

Please ensure to enter a Name, Relationship, and Phone Number for an emergency contact. Your HR representatives will be able to view your emergency contact information.

## Edit Primary Emergency Contacts

Steps
1. From the Workday home page, locate and click the <b>Personal Information</b> icon.
2. Under the <i>Change</i> menu, select the <b>Emergency Contacts</b> link.
3. The <i>My Emergency Contacts</i> page will display. To enter details about a new emergency contact or to make changes to your current emergency contact, click the <b>[Edit]</b> button.
4. The <i>Change My Emergency Contact</i> page displays where you can enter the following emergency contact details: <ul style="list-style-type: none"> <li>• Relationship*</li> <li>• Preferred Language</li> <li>• Country*</li> <li>• Prefix</li> <li>• First Name*</li> <li>• Middle Name</li> <li>• Last Name*</li> <li>• Suffix</li> <li>• Phone* / Address / Email</li> </ul> *A Phone is required. <b>Note:</b> Fields marked with a red asterisk are required in PeopleSync. Preferred Language, Instant Messenger, and Web Address fields are not collected and should not be filled in.
5. Review the emergency contact and click <b>[Submit]</b> .
6. The newly added emergency contact will appear on the <i>My Emergency Contacts</i> page.

## Add/Delete Additional Emergency Contacts

Steps
7. To add additional Emergency Contacts, complete Steps 1-3 above and scroll down to the <i>Alternate Emergency Contacts</i> section.
8. Click the <b>[Add]</b> button.
9. A new section will display where you can enter emergency contact details. <i>Refer to Step 4 above for additional details.</i>
10. When adding additional emergency contacts, review and edit priority numbers as necessary.
11. To delete alternate emergency contacts, scroll to the right, hover above the edit icon and click <b>[Remove]</b> .
12. Review contact information and click <b>[Submit]</b> .

For additional information please contact PeopleLink at (212) 992-LINK [5465] or [AskPeopleLink@nyu.edu](mailto:AskPeopleLink@nyu.edu).