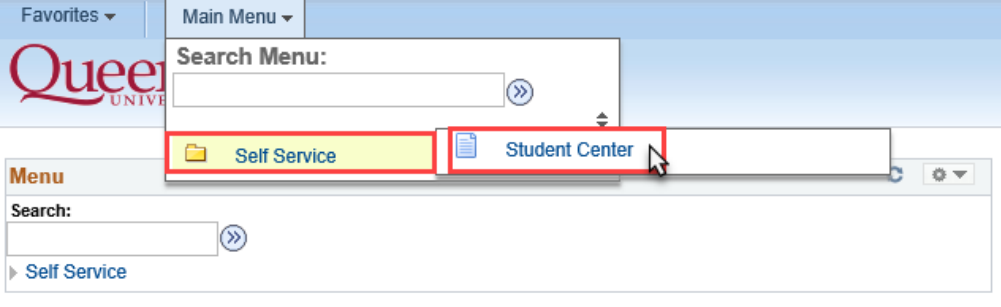
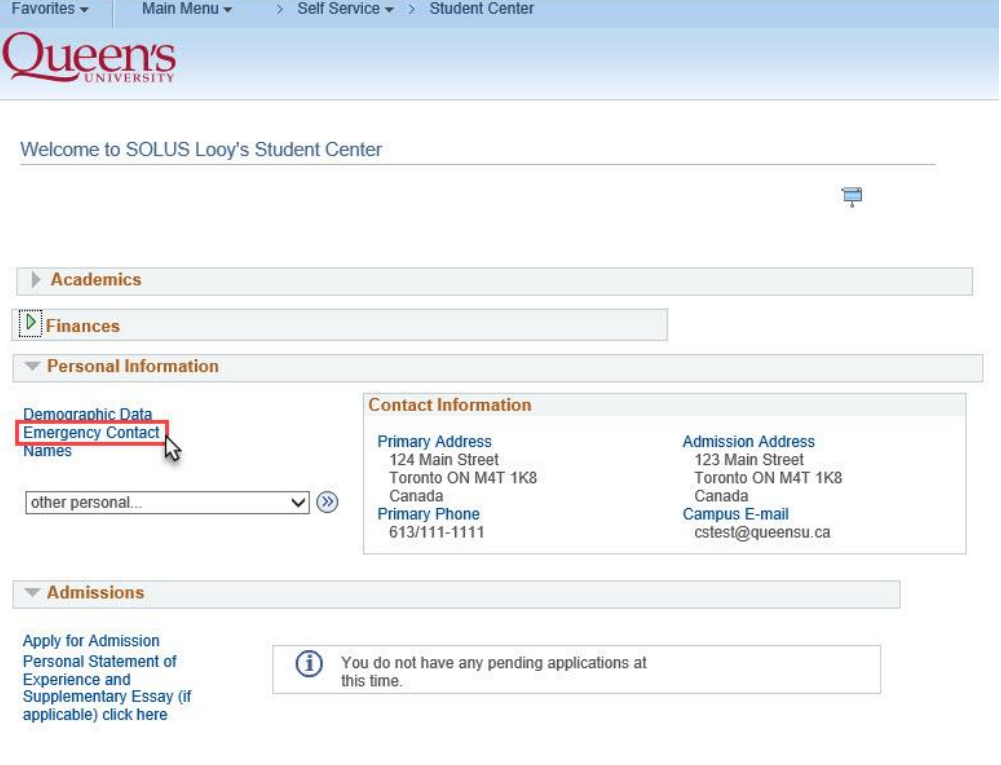
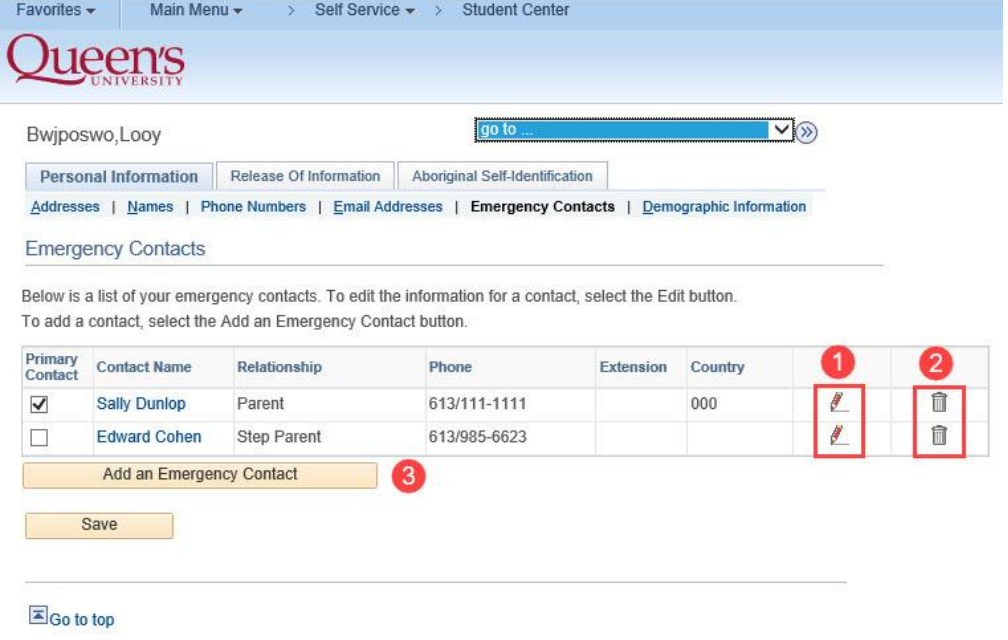
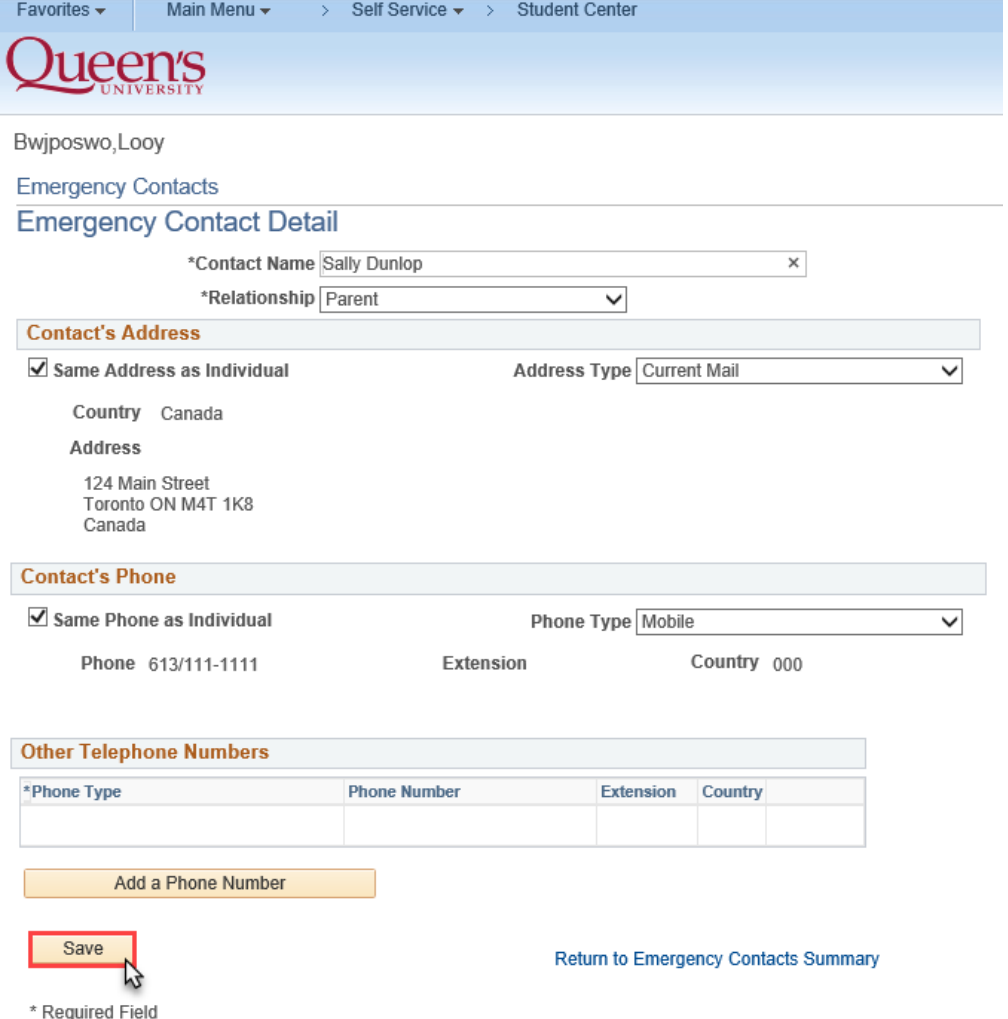
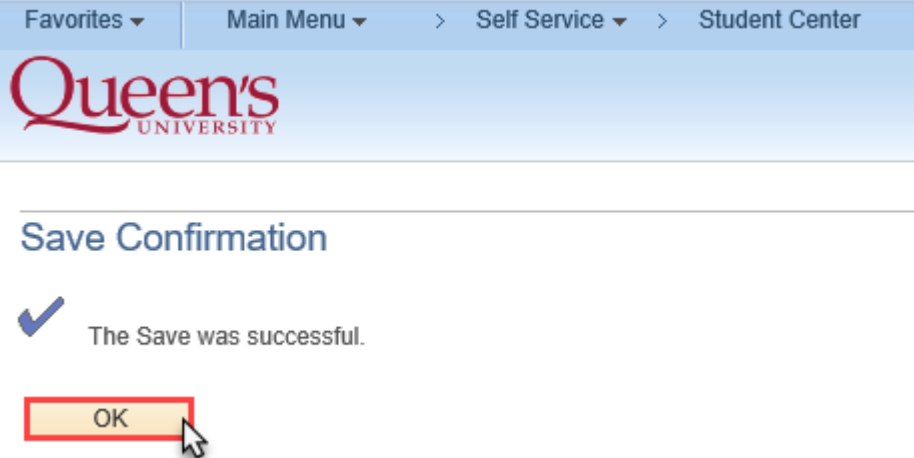
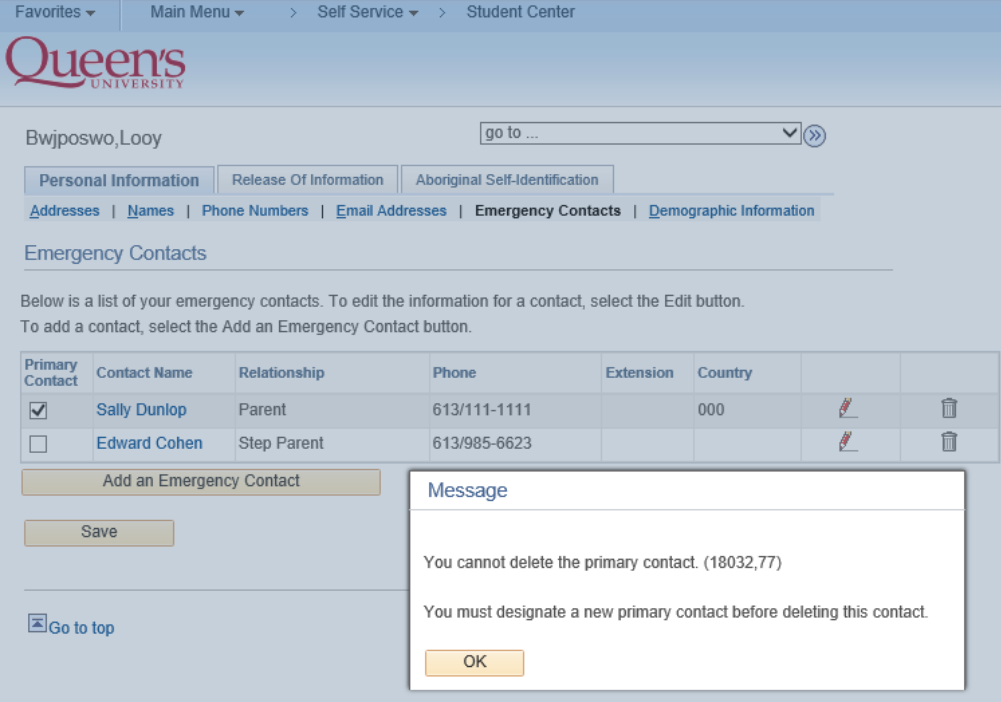
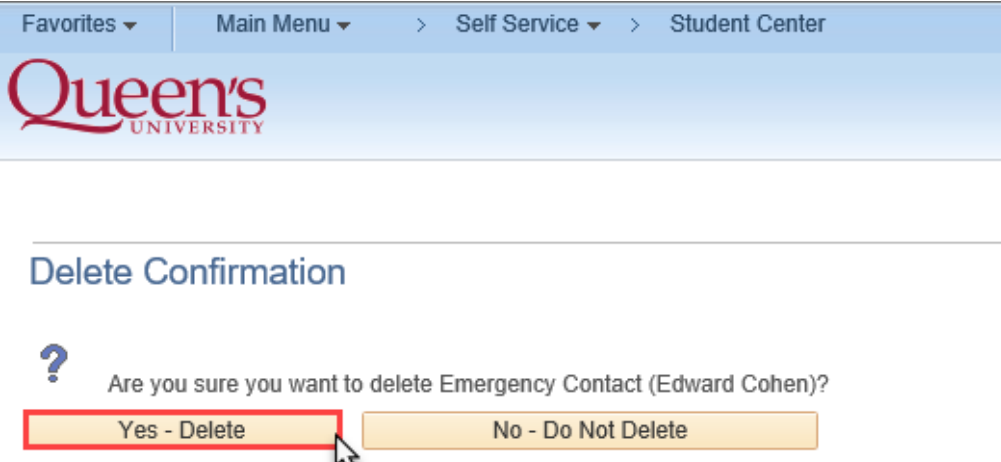
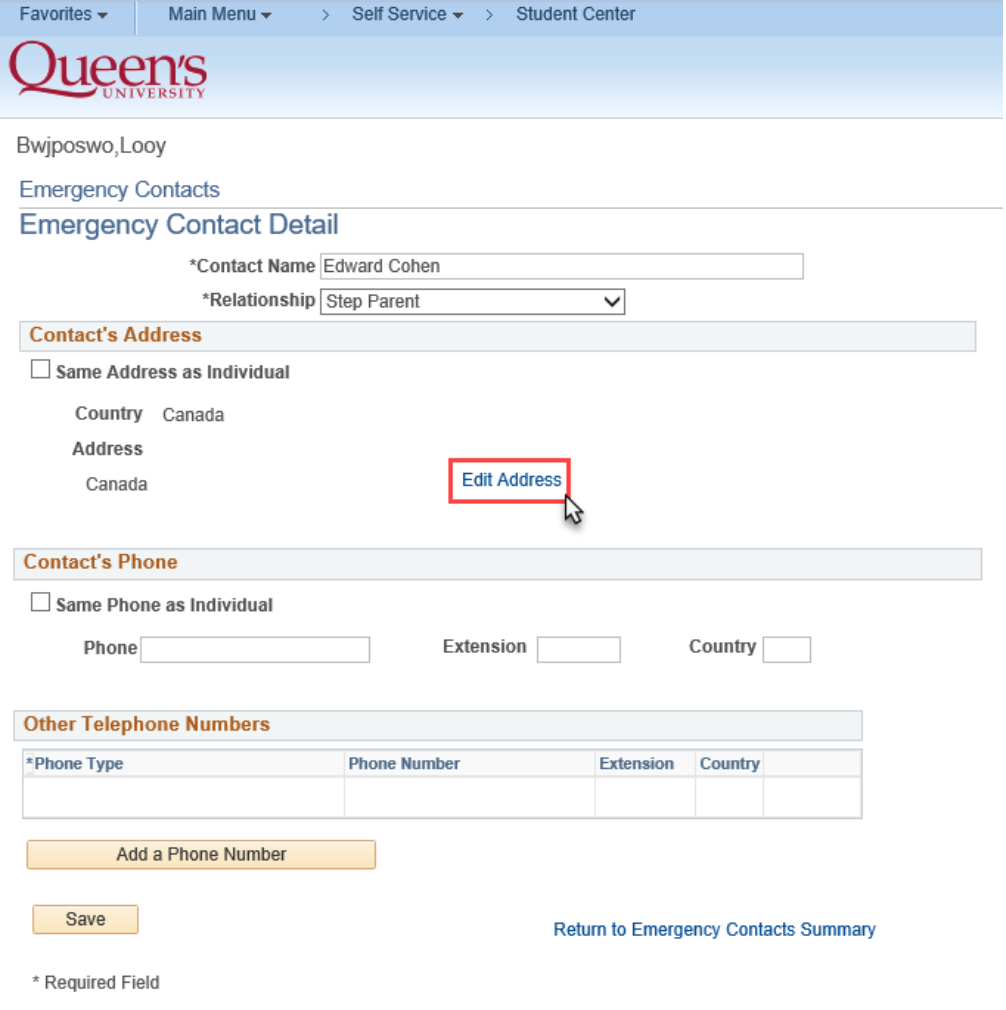
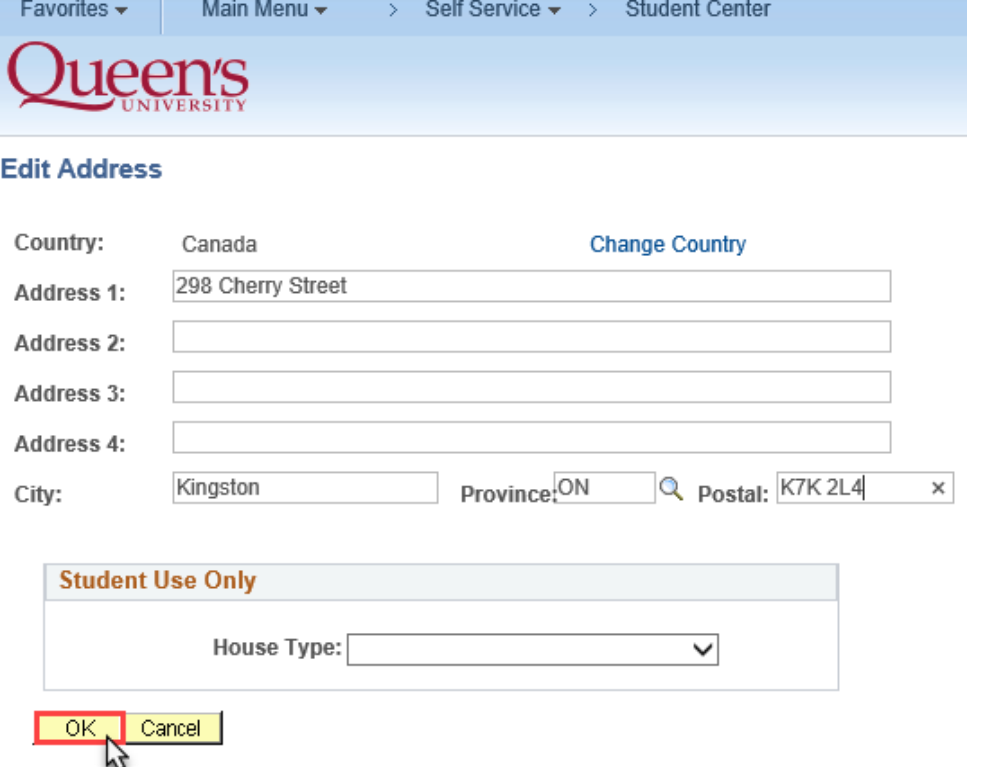


PERSONAL INFORMATION – Emergency Contact

Processing Steps	Screenshots
<p>Step 1:</p> <p>Access the main page of SOLUS via the following navigation:</p> <p>Main Menu > Self Service > Student Center</p>	
<p>Step 2:</p> <p>On the main page of SOLUS scroll down to the Personal Information section.</p> <p>Click on the Emergency Contact link.</p>	

Processing Steps	Screenshots																								
<p>Step 3:</p> <p>On the Emergency Contacts page, you can:</p> <ol style="list-style-type: none"> 1. Edit 2. Delete, or 3. Add <p>an Emergency Contact.</p>	 <p>Favorites ▾ Main Menu ▾ > Self Service ▾ > Student Center</p> <p>Queen's UNIVERSITY</p> <p>Bwjposwo,Looy <input type="text" value="go to ..."/></p> <p>Personal Information Release Of Information Aboriginal Self-Identification</p> <p>Addresses Names Phone Numbers Email Addresses Emergency Contacts Demographic Information</p> <p>Emergency Contacts</p> <p>Below is a list of your emergency contacts. To edit the information for a contact, select the Edit button. To add a contact, select the Add an Emergency Contact button.</p> <table border="1"> <thead> <tr> <th>Primary Contact</th> <th>Contact Name</th> <th>Relationship</th> <th>Phone</th> <th>Extension</th> <th>Country</th> <th>1</th> <th>2</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Sally Dunlop</td> <td>Parent</td> <td>613/111-1111</td> <td></td> <td>000</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Edward Cohen</td> <td>Step Parent</td> <td>613/985-6623</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Add an Emergency Contact 3</p> <p>Save</p> <p>Go to top</p>	Primary Contact	Contact Name	Relationship	Phone	Extension	Country	1	2	<input checked="" type="checkbox"/>	Sally Dunlop	Parent	613/111-1111		000			<input type="checkbox"/>	Edward Cohen	Step Parent	613/985-6623				
Primary Contact	Contact Name	Relationship	Phone	Extension	Country	1	2																		
<input checked="" type="checkbox"/>	Sally Dunlop	Parent	613/111-1111		000																				
<input type="checkbox"/>	Edward Cohen	Step Parent	613/985-6623																						
<p>Step 4:</p> <p>Click on the Edit icon to edit an Emergency Contact.</p> <p>Make your changes on the Emergency Contact Detail page.</p> <p>Click the Save button.</p>	 <p>Favorites ▾ Main Menu ▾ > Self Service ▾ > Student Center</p> <p>Queen's UNIVERSITY</p> <p>Bwjposwo,Looy</p> <p>Emergency Contacts</p> <p>Emergency Contact Detail</p> <p>*Contact Name <input type="text" value="Sally Dunlop"/> x</p> <p>*Relationship <input type="text" value="Parent"/></p> <p>Contact's Address</p> <p><input checked="" type="checkbox"/> Same Address as Individual Address Type <input type="text" value="Current Mail"/></p> <p>Country Canada</p> <p>Address</p> <p>124 Main Street Toronto ON M4T 1K8 Canada</p> <p>Contact's Phone</p> <p><input checked="" type="checkbox"/> Same Phone as Individual Phone Type <input type="text" value="Mobile"/></p> <p>Phone 613/111-1111 Extension Country 000</p> <p>Other Telephone Numbers</p> <table border="1"> <thead> <tr> <th>*Phone Type</th> <th>Phone Number</th> <th>Extension</th> <th>Country</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Add a Phone Number</p> <p>Save</p> <p>Return to Emergency Contacts Summary</p> <p>* Required Field</p>	*Phone Type	Phone Number	Extension	Country																				
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Processing Steps	Screenshots																								
<p>Step 5:</p> <p>On the Save Confirmation page, click the OK button.</p>																									
<p>Step 6:</p> <p>When deleting an Emergency Contact, you cannot delete a primary contact.</p> <p>You must designate a new Primary Contact before deleting this contact.</p>	 <table border="1" data-bbox="581 1014 1555 1121"> <thead> <tr> <th>Primary Contact</th> <th>Contact Name</th> <th>Relationship</th> <th>Phone</th> <th>Extension</th> <th>Country</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Sally Dunlop</td> <td>Parent</td> <td>613/111-1111</td> <td></td> <td>000</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Edward Cohen</td> <td>Step Parent</td> <td>613/985-6623</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Primary Contact	Contact Name	Relationship	Phone	Extension	Country			<input checked="" type="checkbox"/>	Sally Dunlop	Parent	613/111-1111		000			<input type="checkbox"/>	Edward Cohen	Step Parent	613/985-6623				
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<input type="checkbox"/>	Edward Cohen	Step Parent	613/985-6623																						
<p>Step 7:</p> <p>Once you delete a non-primary contact, you will need to confirm your deletion.</p> <p>Click the Yes – Delete button.</p>																									

Processing Steps	Screenshots
<p>Step 8:</p> <p>To add an emergency contact, click the Add an Emergency Contact button.</p> <p>You will then be required to fill in the fields on the Emergency Contact Detail page.</p> <p>To add an address different than yours, click on the Edit Address link.</p>	
<p>Step 9:</p> <p>Fill in the Address fields.</p> <p>Click the OK button.</p>	

Processing Steps	Screenshots								
<p>Step 10:</p> <p>Once you have completed entering the Emergency Contact information, click the Save button.</p>	<p>The screenshot shows the Queen's University website interface. At the top, there are navigation links: Favorites, Main Menu, Self Service, and Student Center. The Queen's University logo is prominently displayed. Below the logo, the user's name 'Bwjposwo, Looy' is shown. The page title is 'Emergency Contacts', and the specific page is 'Emergency Contact Detail'. The form contains the following fields:</p> <ul style="list-style-type: none"> *Contact Name: Edward Cohen *Relationship: Step Parent (dropdown menu) Contact's Address section: <ul style="list-style-type: none"> <input type="checkbox"/> Same Address as Individual Country: Canada Address: 298 Cherry Street, Kingston ON K7K 2L4, Canada Edit Address link Contact's Phone section: <ul style="list-style-type: none"> <input type="checkbox"/> Same Phone as Individual Phone: 6139856623 (with a clear 'x' button) Extension: (empty field) Country: (empty dropdown) Other Telephone Numbers section: <table border="1"> <thead> <tr> <th>*Phone Type</th> <th>Phone Number</th> <th>Extension</th> <th>Country</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>Add a Phone Number button</p> At the bottom left, a Save button is highlighted with a red box and a mouse cursor. At the bottom right, a Return to Emergency Contacts Summary link is present. A legend at the bottom left indicates that an asterisk (*) denotes a Required Field. 	*Phone Type	Phone Number	Extension	Country				
*Phone Type	Phone Number	Extension	Country						