Go to theheart.earlham.edu and log in with your Earlham Username and password.
Go to the "Information Services" Tab and then click on "Self Service" on the left hand side.
Click on "Update Contact Information"
Update Contact Information

Make sure to include your cellphone so we can text or call when situations happen that Earlham needs to make you aware of.

Please ensure that the information on this screen is up to date and accurate.

The information in this section will be sent to our Emergency Notification System so we can keep you informed of any events that could place you in danger.

**Emergency Notification**

Name: [Name]
Home Phone: [Number]
Work Phone: [Number]
Cell Phone: [Number]
E-mail Address: [Address]
Alt E-mail Address: [Address]

- [ ] DO NOT CALL
- [ ] DO NOT CALL
- [ ] DO NOT TXT MSG
- [ ] DO NOT E-MAIL

UPDATE CONTACT INFO  Reset
Also, Remember to update your Emergency Contacts. This way we can contact someone on your behalf if something happens.

Click "New Contact" and you can enter the information on of someone you want contacted in case of emergency.