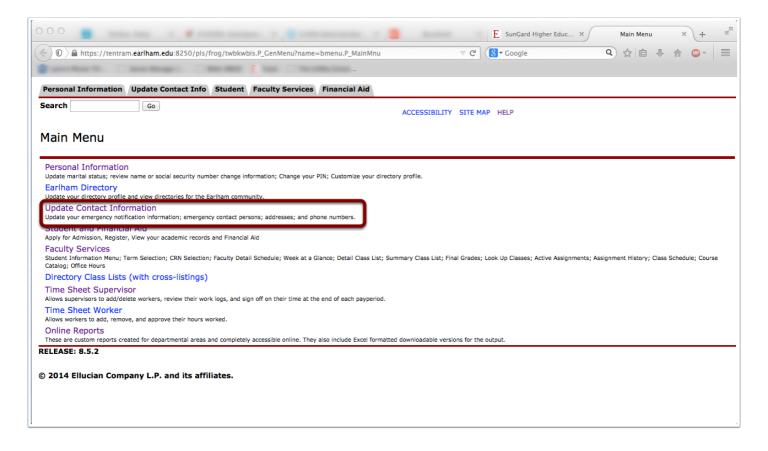# Go to theheart.earlham.edu and log in with your Earlham Username and password.

Go to the "Information Services" Tab and then click on "Self Service" on the left hand side.
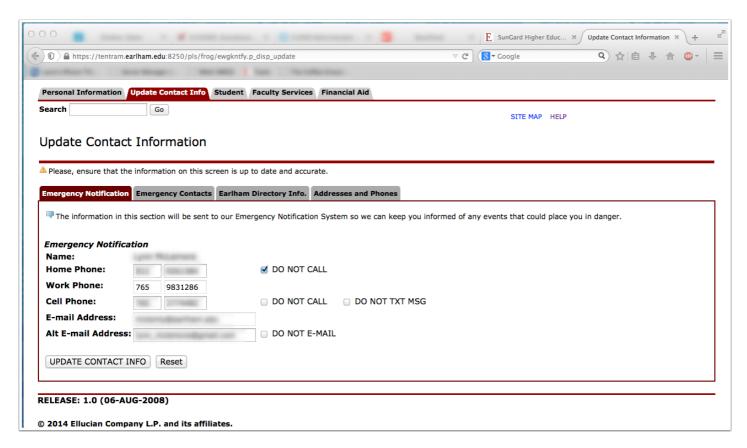
Click on "Update Contact Information"

Updating your Emergency 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.

Updating your Emergency Contact Information

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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.