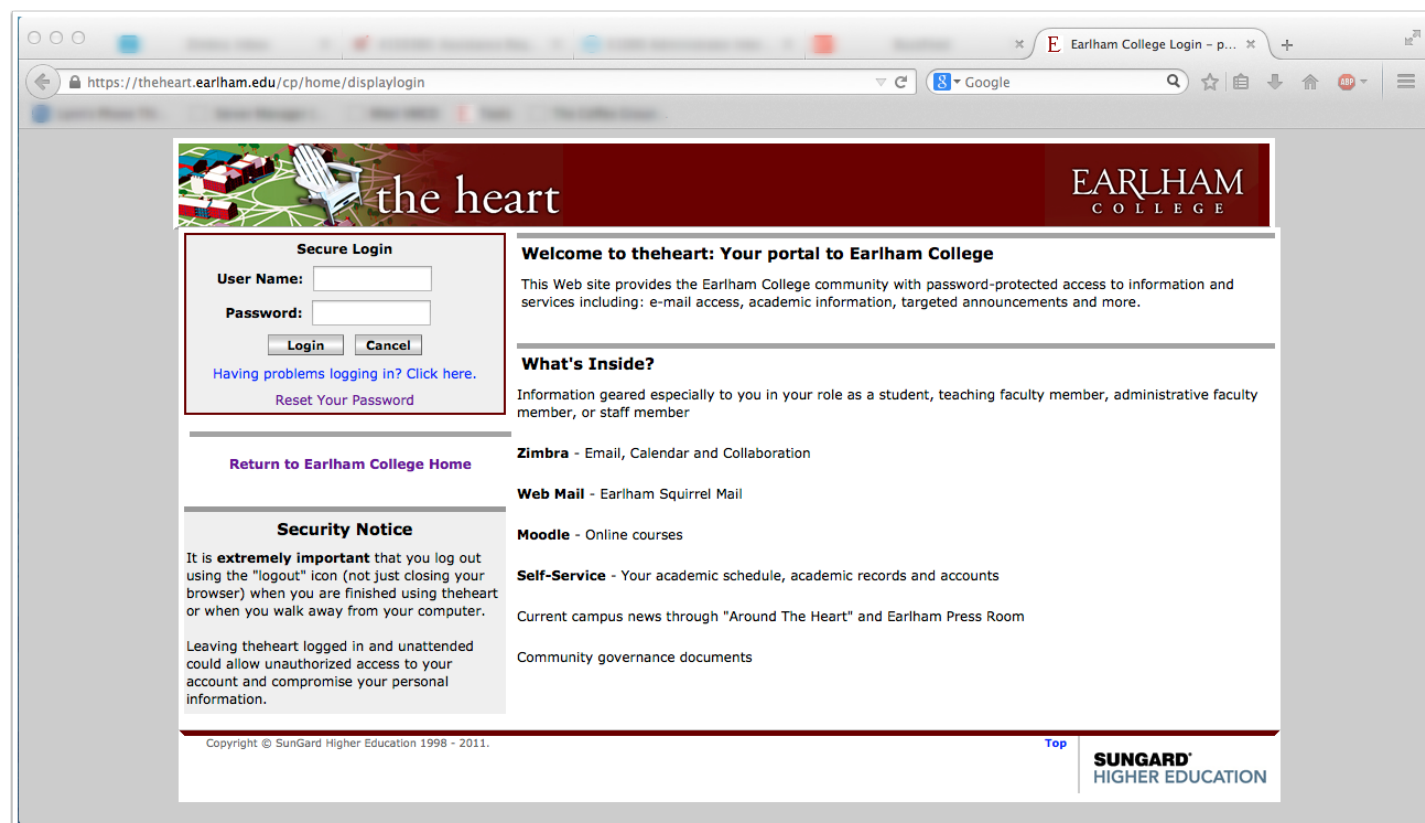


Updating your Emergency Contact Information

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



The screenshot shows a web browser window with the address bar displaying <https://theheart.earlham.edu/cp/home/displaylogin>. The page features a dark red header with the "the heart" logo on the left and the "EARLHAM COLLEGE" logo on the right. Below the header, the page is divided into several sections:

- Secure Login:** A box containing fields for "User Name:" and "Password:", with "Login" and "Cancel" buttons. Below these fields are links for "Having problems logging in? Click here." and "Reset Your Password".
- Welcome to theheart: Your portal to Earlham College:** A section explaining that the site provides password-protected access to information and services for the Earlham College community.
- What's Inside?:** A section listing various services available through the portal, including Zimbra (Email, Calendar and Collaboration), Web Mail (Earlham Squirrel Mail), Moodle (Online courses), Self-Service (academic schedule, records, and accounts), current campus news, and community governance documents.
- Security Notice:** A section emphasizing the importance of logging out and not leaving the portal unattended to protect personal information.

At the bottom of the page, there is a copyright notice: "Copyright © SunGard Higher Education 1998 - 2011." and a "Top" link. The SunGard Higher Education logo is also present in the bottom right corner.

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

The screenshot shows a web browser window displaying the Earlham College website. The browser's address bar shows the URL: https://theheart.earlham.edu/tag.4440af622db3dfae.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTa. The website header features the "the heart" logo and the "EARLHAM COLLEGE" logo. A navigation bar includes tabs for "Home", "Campus Life", "Information Services", "Work Life", "Teaching and Advising", "Alumni", and "My Stuff". The "Information Services" tab is selected and highlighted with a red box. On the left side of the "Information Services" section, there is a list of links: "Zimbra", "Zlight", "Self-Service", "Moodle", "Network Registration", and "Qualtrics". The "Self-Service" link is highlighted with a red box. The "Self-Service" description reads: "View your academic schedule, academic records, holds on your account, contact information, etc." The right side of the page displays various news articles and announcements.

Click on "Update Contact Information"

The screenshot shows a web browser window with the URL https://tentram.earlham.edu:8250/pls/frog/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu. The browser's address bar shows the SunGard Higher Education logo and the text "Main Menu". Below the browser window, the website's navigation bar includes tabs for "Personal Information", "Update Contact Info", "Student", "Faculty Services", and "Financial Aid". A search bar with a "Go" button is located to the left of the "ACCESSIBILITY SITE MAP HELP" links. The "Main Menu" section is displayed below the navigation bar. It contains several links and descriptions: "Personal Information" (Update marital status; review name or social security number change information; Change your PIN; Customize your directory profile.), "Earlham Directory" (Update your directory profile and view directories for the Earlham community.), "Update Contact Information" (Update your emergency notification information; emergency contact persons; addresses; and phone numbers.), "Student and Financial Aid" (Apply for Admission, Register, View your academic records and Financial Aid), "Faculty Services" (Student Information Menu; Term Selection; CRN Selection; Faculty Detail Schedule; Week at a Glance; Detail Class List; Summary Class List; Final Grades; Look Up Classes; Active Assignments; Assignment History; Class Schedule; Course Catalog; Office Hours), "Directory Class Lists (with cross-listings)", "Time Sheet Supervisor" (Allows supervisors to add/delete workers, review their work logs, and sign off on their time at the end of each payperiod.), "Time Sheet Worker" (Allows workers to add, remove, and approve their hours worked.), and "Online Reports" (These are custom reports created for departmental areas and completely accessible online. They also include Excel formatted downloadable versions for the output.). The "Update Contact Information" link is highlighted with a red rectangular box. At the bottom of the page, the text "RELEASE: 8.5.2" and "© 2014 Ellucian Company L.P. and its affiliates." are visible.

Personal Information
Update marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Earlham Directory
Update your directory profile and view directories for the Earlham community.

Update Contact Information
Update your emergency notification information; emergency contact persons; addresses; and phone numbers.

Student and Financial Aid
Apply for Admission, Register, View your academic records and Financial Aid

Faculty Services
Student Information Menu; Term Selection; CRN Selection; Faculty Detail Schedule; Week at a Glance; Detail Class List; Summary Class List; Final Grades; Look Up Classes; Active Assignments; Assignment History; Class Schedule; Course Catalog; Office Hours

Directory Class Lists (with cross-listings)

Time Sheet Supervisor
Allows supervisors to add/delete workers, review their work logs, and sign off on their time at the end of each payperiod.

Time Sheet Worker
Allows workers to add, remove, and approve their hours worked.

Online Reports
These are custom reports created for departmental areas and completely accessible online. They also include Excel formatted downloadable versions for the output.

RELEASE: 8.5.2

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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.

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.

Personal Information **Update Contact Info** Student Faculty Services Financial Aid

Search [SITE MAP](#) [HELP](#)

Update Contact Information

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

Emergency Notification **Emergency Contacts** Earlham Directory Info. Addresses and Phones

💬 The information in this section will allow the college to notify your next of kin in case of a personal emergency.

📄 If any of your Emergency Contacts do not speak English, please click [here](#) to specify their language.

Emergency Contacts

Order Name	Address and Phone Relationship
2	New Contact

RELEASE: 1.0 (06-AUG-2008)

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