

## Updating Emergency and Missing Person Contacts

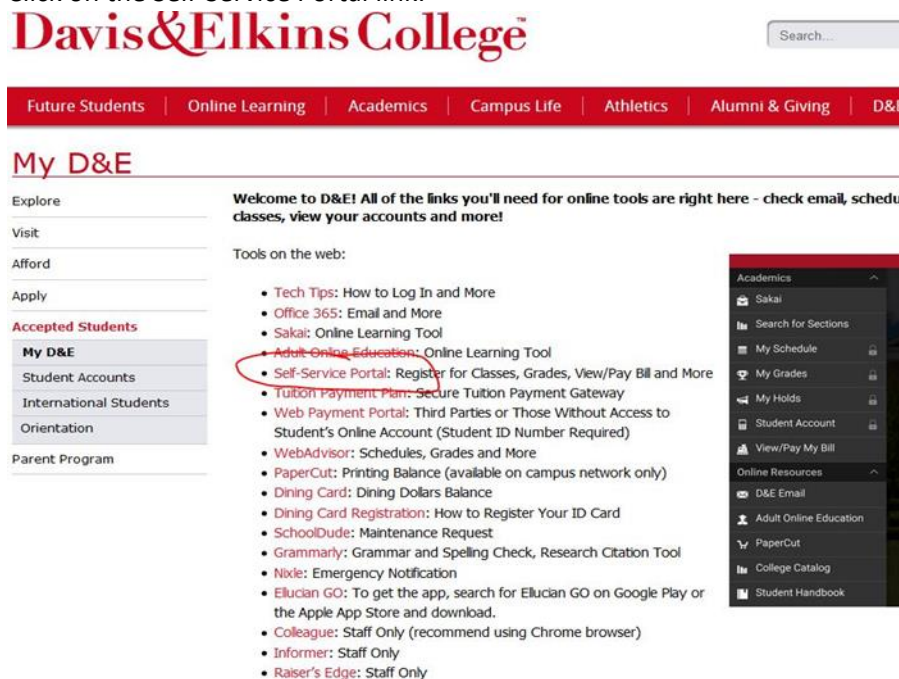
### YOU WILL NEED:

- Access to your Self-Service portal
- Personal information for your Emergency or Missing Person Contact—including their full name and telephone number.

1. Go to [www.dewv.edu](http://www.dewv.edu)
2. Click on My D&E in the upper left-hand corner

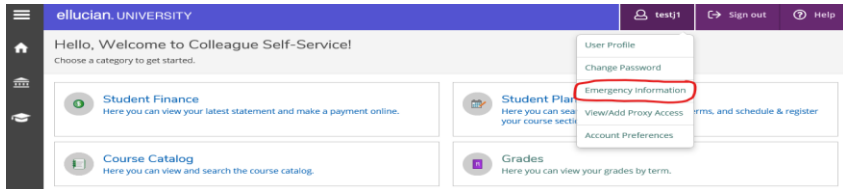


3. Click on the Self-Service Portal link:

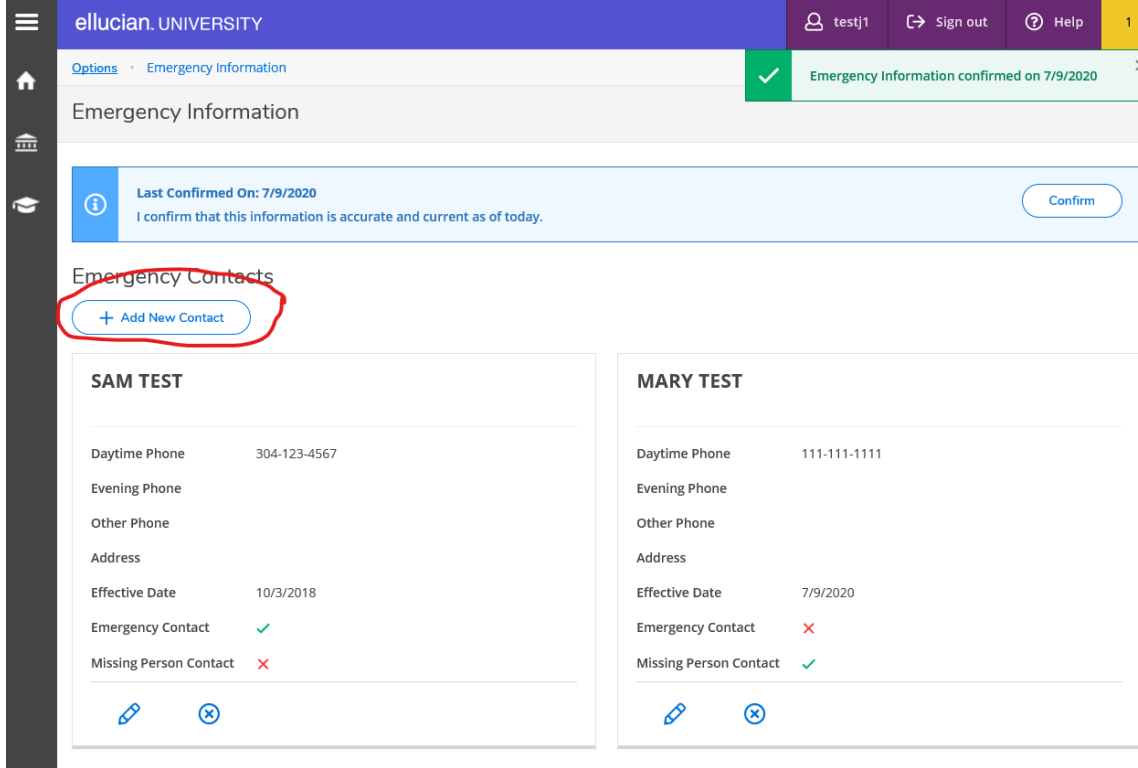


4. Log into your Ellucian account

5. Click your name, then click Emergency Information



6. If there are no names in the section, click the Add New Contact box. You may edit contact information previously entered by clicking the pencil under the contacts record.



7. Students must enter at least one Emergency Contact and one Missing Person Contact. This information must be confirmed annually. You will receive a reminder notification on the home screen of your Self-Service account.