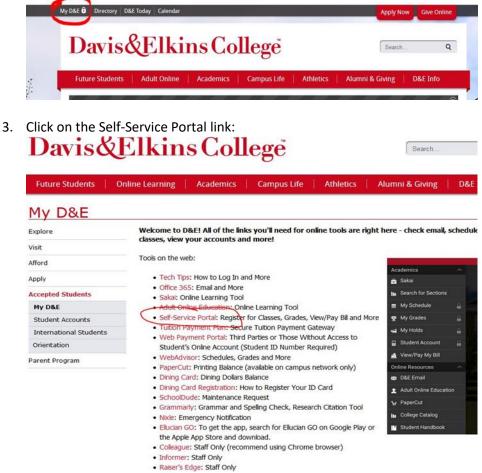
Davis&ElkinsCollege

Davis & Elkins College – 100 Campus Drive – Elkins, WV 26241 – 304.637.1900

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 <u>www.dewv.edu</u>
- 2. Click on My D&E in the upper left-hand corner



4. Log into your Ellucian account

5. Click your name, then click Emergency Information

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•	Hello, Welcome to Colleague Self-Service! choose a category to get started.				User Profile Change Password		
() I	Student Finance Here you can view your latest statement and make a payment online.	*	Student Plan Here you can sea your course section	View/Add Proxy Access		rms, and schedule & register	
	Course Catalog Here you can view and search the course catalog.		Grades Here you can viev				

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.

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♠	Options · Emergency Information	Emergency Information confirmed on 7/9/2020					
•	Emergency Information	_					
¢	Last Confirmed On: 7/9/2020 I confirm that this information is accurate and current as of today.				Confirm	\supset	
	+ Add New Contact						
	SAM TEST						
	Daytime Phone 304-123-4567	Daytime Phone	111-111-1111				
	Evening Phone	Evening Phone					
	Other Phone	Other Phone					
	Address	Address					
	Effective Date 10/3/2018	Effective Date	7/9/2020				
	Emergency Contact 🗸	Emergency Contact	×				
	Missing Person Contact 🗙	Missing Person Contact	~				
		8 🙁					

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.