

How do I add emergency contact information?

- 1. Log into Pirate Port using your Pirate ID and Passphrase.
- 2. Click the My Information card in Pirate Port.



3. Click on Personal Information.



4. Under the Emergency Contact section, click Add New.



5. Add emergency contact information.

	oomaa			
Order				
1	~			
First Name		Middle Name	Last Name	
Enter First Name		Enter Middle Name	Enter Last Name	
Relationship				
Select Relationship	~			
Phone Number				
Area Code		Phone Number	Extension	

6. Click Add to save.