

****IMPORTANT****

Emergency Contact Information

In the event of an emergency or serious situation, it is vital for Human Resources to be able to reach a contact person on your behalf. All employees of the University are asked to complete the Emergency Contact information section on The Bridge (Web Information System) as soon as possible. Please review it, and update if necessary, on an Annual basis.

This information will not be distributed outside of the Human Resources department.

1. Login to The Bridge (Web Information System)
2. Click on Personal Information tab
3. Click on Update Authorized Designate and Emergency Contact:
 - To Add a New Contact, click New Contact under Emergency Contacts section, complete fields listed
 - To Update the Contact information, click the name you wish to update, make necessary changes
4. Click on Submit Changes box
5. Exit The Bridge (Web Information System)