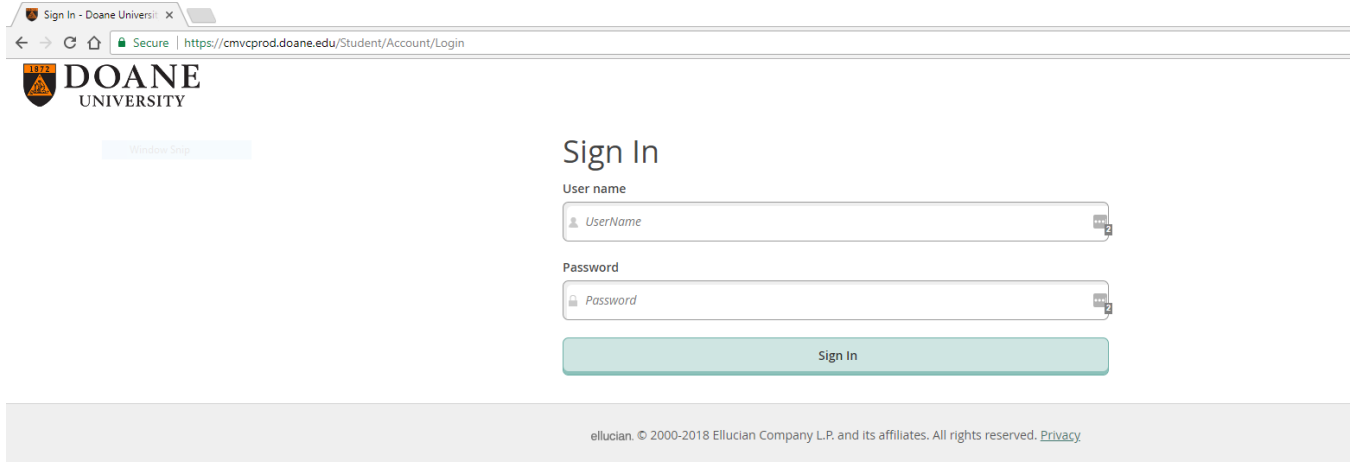


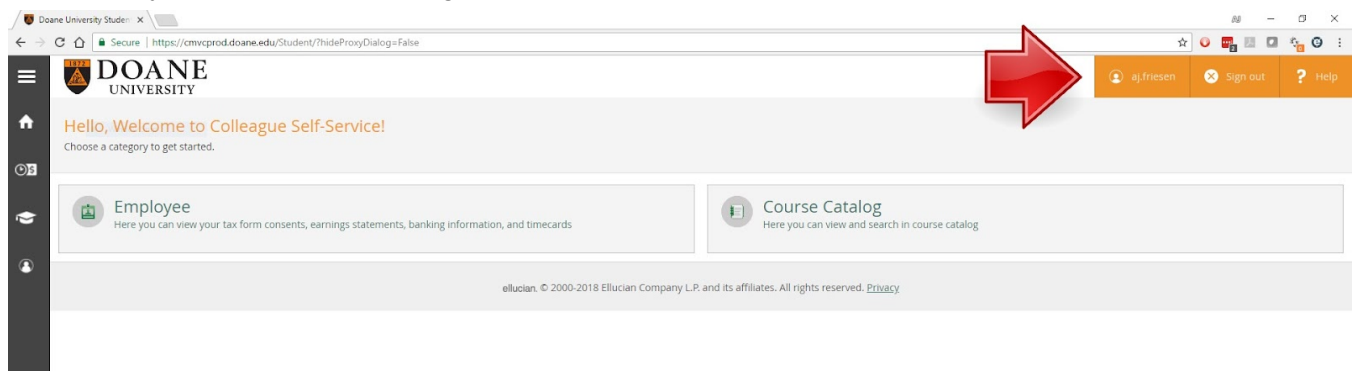
How to Complete Your Emergency Contact Information Sheet

1. Open your favorite browser and go to <https://cmvcpord.doane.edu/Student/UserProfile/EmergencyInformation>
And log in using your Doane credentials

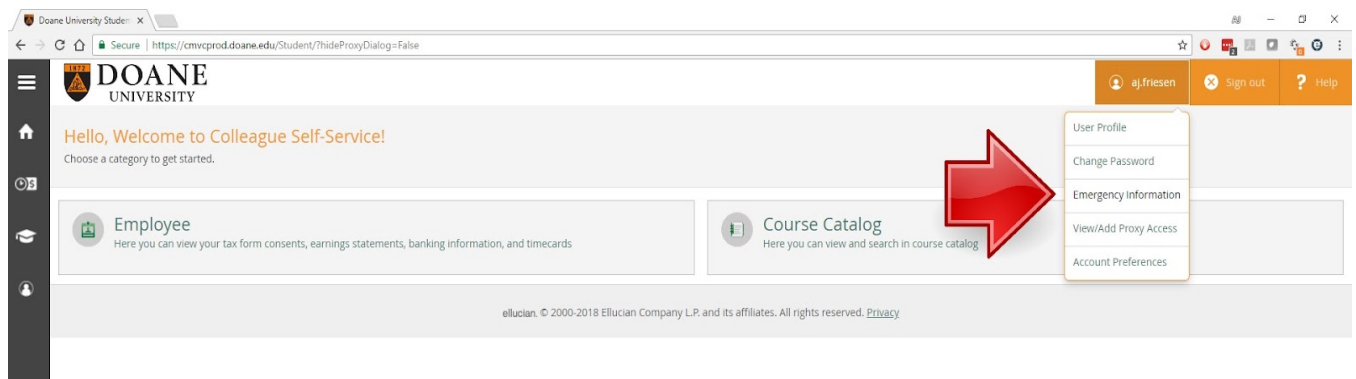


A screenshot of a web browser showing the Doane University Sign In page. The browser's address bar displays the URL <https://cmvcpord.doane.edu/Student/Account/Login>. The page features the Doane University logo on the left and a 'Sign In' section on the right. The 'Sign In' section includes a 'User name' field with a placeholder 'UserName', a 'Password' field with a placeholder 'Password', and a 'Sign In' button. A 'Windows Snap' button is visible on the left side of the page. At the bottom, a footer contains the text: 'ellucian. © 2000-2018 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)'.

2. Click on your name in the top right corner



3. Click on "Emergency Information"



4. Click on the + sign next to “Add New Contact”

The screenshot shows the Doane University Emergency Information page. At the top, there's a navigation bar with the Doane University logo and user options. Below that, the page title is "Emergency Information". A yellow confirmation banner is present. The main section is "Emergency Contacts", which contains a "+ Add New Contact" button. A red arrow points to this button. Below this, there's a section for "Health Conditions in Case of Emergency" with checkboxes for Allergies, Diabetic, Asthmatic, Epileptic, Carpal Tunnel, and Other. Further down, there's a section for "Other Emergency Information" with fields for Hospital Preference, Insurance Information, and Additional Information.

5. Fill out the pop up form and click on the blue “Add Contact” when completed.

The screenshot shows the same Doane University Emergency Information page, but with a pop-up form titled "Emergency Contact Information" open. The form has fields for Name, Relationship, Phones (Daytime, Evening, Other), Address, and Effective Date. At the bottom of the form, there are "Cancel" and "Add Contact" buttons. A red arrow points to the "Add Contact" button. The background page is dimmed.

6. Repeat steps 4 and 5 until all desired contact information is completed then continue to step 7.

7. Scroll down and complete the following information

The screenshot shows the 'Emergency Information' form in a web browser. The form is titled 'Emergency Contact' and includes a 'Missing Person Contact' section with a green checkmark. Below this is the 'Health Conditions in Case of Emergency' section, which contains checkboxes for 'Allergies', 'Diabetic', 'Asthmatic', 'Epileptic', 'Carpal Tunnel', and 'Other'. The 'Other Emergency Information' section includes three text input fields labeled 'Hospital Preference', 'Insurance Information', and 'Additional Information'. The footer of the form displays the text: 'ellucian. © 2000-2018 Ellucian Company L.P. and its affiliates. All rights reserved. Privacy'.

8. Once completed scroll back to the top of the page and click on the yellow "Confirm" button:

The screenshot shows the 'Emergency Information' page with a yellow confirmation bar at the top. The bar contains a warning icon, the text 'Not Confirmed I confirm that this information is accurate and current as of today.', and a 'Confirm' button. A large red arrow points to the 'Confirm' button. Below the bar, the 'Emergency Contacts' section is visible, showing a list of contacts with 'THOMAS TIGER' and 'BEST FRIEND' as an example. The top navigation bar includes the Doane University logo, 'User Options', and 'Emergency Information'.

It should turn blue and list the date and a green box should appear in the top right corner stating "Emergency Information confirmed on XX/XX/XXXX" :

The screenshot shows the 'Emergency Information' page after confirmation. The confirmation bar is now blue and contains an information icon, the text 'Last Confirmed On: 3/15/2018 I confirm that this information is accurate and current as of today.', and a 'Confirm' button. A large red arrow points to the 'Confirm' button. In the top right corner, a green box displays a checkmark and the text 'Emergency Information confirmed on 3/15/2018'. The 'Emergency Contacts' section remains visible below.