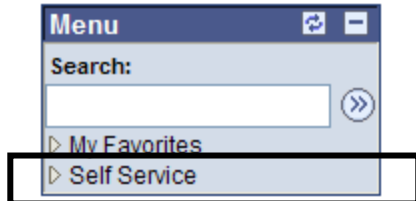


EMERGENCY CONTACT INFORMATION

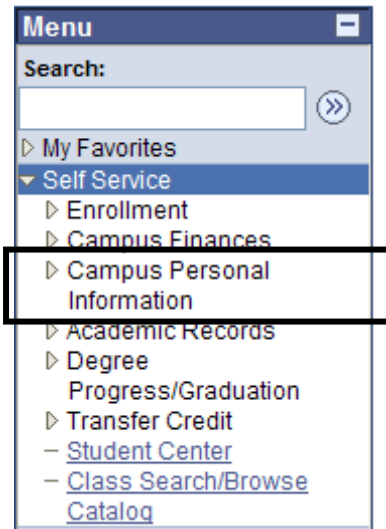
All students are required to have at least one Emergency Contact on file with Cal Maritime. New students are asked to enter emergency contact information via Online Services (PeopleSoft) prior to the start of the Fall semester. Students are responsible for reviewing and updating this information as needed throughout their enrollment at Cal Maritime.

HOW TO ENTER EMERGENCY INFORMATION VIA ONLINE SERVICES

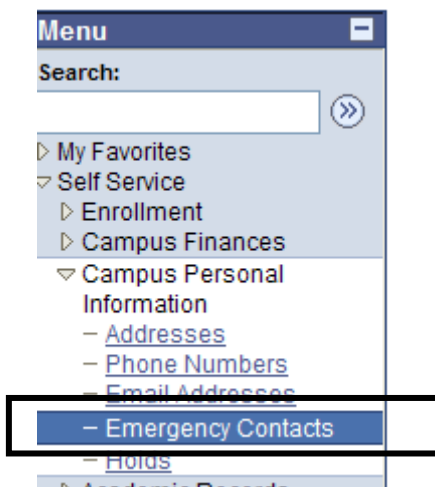
Once logged into Online Services (PeopleSoft), click the “Self Service” link.



Click the “Campus Personal Information” link.



Then click the “Emergency Contacts” link.



Next click the “Add an Emergency Contact” link.

- My Favorites
- Self Service
 - Enrollment
 - Campus Finances
 - Campus Personal Information
 - Addresses
 - Phone Numbers
 - Email Addresses
 - Emergency Contacts**
 - Holds

Emergency Contacts

Below is a list of your emergency contacts. To edit the information for a contact button. To add a contact, click the Add an Emergency Contact button.

No current emergency contact information found.

ADD AN EMERGENCY CONTACT

Enter a Contact Name and a Relationship. Enter an address after clicking the “Edit Address” link. Enter a Contact Phone number, and Other Telephone Numbers if applicable. Then “Save” the information. Students are encouraged to enter at least two emergency contacts.

Menu

Search:

- My Favorites
- Self Service
 - Enrollment
 - Campus Finances
 - Campus Personal Information
 - Addresses
 - Phone Numbers
 - Email Addresses
 - Emergency Contacts**
 - Holds
- Academic Records
- Degree Progress/Graduation
- Transfer Credit
- Student Center
- Class Search/Browse Catalog

Emergency Contact Detail

*Contact Name

*Relationship

Same Address as Individual

Same Phone as Individual

Contact Address

Country United States

Address
123 Main Street
Anywhere, CA 12345

Edit Address

Contact Phone

Phone

Other Telephone Numbers

| *Phone Type | Phone Number | |
|-------------|--------------|--------|
| Business | 444/555-6666 | delete |
| Cellular | 333/444-5555 | delete |
| Home | 222/333-4444 | delete |

ADD A PHONE NUMBER

SAVE

At times, Cal Maritime will mail information (i.e. cruise itineraries, event notices, newsletters) to a student’s emergency contact. Students may opt out of this by notifying the Student Records Office.