



**My Personal Profile – Emergency Contacts**

<p><b>Step 1:</b> On the <b>New Titan Online</b> page, click <a href="#">Emergency Contacts</a>.</p>	
<p>If you have emergency contacts listed they will display on this page.</p> <p>You can add, edit or delete emergency contacts any time.</p> <p><b><u>Add an Emergency Contact</u></b></p> <p><b>Step 1:</b> Click <b>Add an Emergency Contact</b></p>	
<p><b>Step 2:</b> Enter the name of your contact (First Name then Last Name).</p>	



<p><b>Step 3:</b> If the emergency contact has the same address as you, place a ✓ in the Address box. Your address information will populate in the appropriate fields. You may not change it.</p>	<p><b>Address and Telephone</b></p> <p>'Contact Name: Jennifer Aniston</p> <p><input checked="" type="checkbox"/> Contact has the same address as the employee</p> <p><input type="checkbox"/> Contact has the same telephone number as the employee</p> <p>Address Type: Home</p> <p><b>Address</b></p> <p>Country: United States</p> <p>Address: 800 N State College Blvd Fullerton, CA 92834</p>
<p><b>Step 4:</b> If the contact address is different than yours, click <a href="#">Edit Address</a>.</p>	<p><b>Emergency Contacts</b> <b>Emergency Contact Detail</b></p> <p>Courtney Cox</p> <p><b>Address and Telephone</b></p> <p>'Contact Name: Jennifer Aniston</p> <p><input type="checkbox"/> Contact has the same address as the employee</p> <p><input type="checkbox"/> Contact has the same telephone number as the employee</p> <p><b>Address</b></p> <p>Country: United States <a href="#">Change Country</a></p> <p>Address: <a href="#">Edit Address</a></p>
<p><b>Step 5:</b> Complete the following fields:</p> <ul style="list-style-type: none"> <li>Country</li> <li>Address 1</li> <li>City</li> <li>State</li> <li>Postal</li> </ul> <p>Click <input type="button" value="OK"/></p>	<p><b>Edit Address</b></p> <p>Country: United States <a href="#">Change Country</a></p> <p>Address 1: 555 Main Street</p> <p>Address 2: </p> <p>Address 3: </p> <p>City: Malibu State: CA California Postal: 99999</p> <p>Country: </p> <p><input checked="" type="button" value="OK"/> <input type="button" value="Cancel"/></p>



<p><b>Step 6:</b> To add a primary phone number, enter it in the Telephone field.</p> <p>You can add additional phone numbers for each emergency contact as needed. Click <b>Add a Phone Number</b></p>	<p><b>Phone</b></p> <p>Telephone: <input type="text" value="714/278-0000"/></p> <p><b>Other Telephone Numbers</b></p> <table border="1"> <thead> <tr> <th>*Phone Type</th> <th>Phone Number</th> <th></th> </tr> </thead> <tbody> <tr> <td>Cellular</td> <td>714/111-2222</td> <td>Delete</td> </tr> </tbody> </table> <p><b>Add a Phone Number</b></p>	*Phone Type	Phone Number		Cellular	714/111-2222	Delete
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<p><b>Step 7:</b> When you have finished adding an emergency contact information, click <b>Save</b></p>	<p><b>Emergency Contacts</b></p> <p><b>Emergency Contact Detail</b></p> <p>Courtney Cox</p> <p><b>Address and Telephone</b></p> <p>*Contact Name: <input type="text" value="Jennifer Aniston"/></p> <p><input type="checkbox"/> Contact has the same address as the employee</p> <p><input type="checkbox"/> Contact has the same telephone number as the employee</p> <p><b>Address</b></p> <p>Country: United States <a href="#">Change Country</a></p> <p>Address: 555 Main Street <a href="#">Edit Address</a> Malibu, CA 99999</p> <p><b>Phone</b></p> <p>Telephone: <input type="text" value="714/278-0000"/></p> <p><b>Other Telephone Numbers</b></p> <table border="1"> <thead> <tr> <th>*Phone Type</th> <th>Phone Number</th> <th></th> </tr> </thead> <tbody> <tr> <td>Cellular</td> <td>714/111-2222</td> <td>Delete</td> </tr> </tbody> </table> <p><b>Add a Phone Number</b></p> <p>* Required Field</p> <p><b>Save</b></p>	*Phone Type	Phone Number		Cellular	714/111-2222	Delete
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<p>You will receive "The Save was successful" message. Click <b>OK</b>.</p>	<p><b>Emergency Contacts</b></p> <p><b>Save Confirmation</b></p> <p><input checked="" type="checkbox"/> The Save was successful.</p> <p><b>OK</b></p>						



<p><b><u>Change a Primary Contact</u></b></p> <p><b>Step 1:</b> Click <a href="#">Change the primary contact</a>.</p>	<p><b>Emergency Contacts</b></p> <p>Courtney Cox</p> <table border="1"> <thead> <tr> <th>Contact Name</th> <th>Edit</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td><a href="#">David Arquette</a></td> <td>Edit</td> <td>Delete</td> </tr> <tr> <td><a href="#">Jennifer Aniston</a></td> <td>Edit</td> <td>Delete</td> </tr> </tbody> </table> <p>Primary Contact: David Arquette <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Change the primary contact</span></p> <p>Add an Emergency Contact</p>	Contact Name	Edit	Delete	<a href="#">David Arquette</a>	Edit	Delete	<a href="#">Jennifer Aniston</a>	Edit	Delete
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<a href="#">Jennifer Aniston</a>	Edit	Delete								
<p><b>Step 2:</b> From the drop down box, select your Primary Contact.</p> <p><b>Step 3:</b> Click <span style="background-color: yellow;">Save</span></p>	<p><b>Emergency Contacts</b></p> <p><b>Change Primary Contact</b></p> <p>Courtney Cox</p> <p>Primary Contact: <span style="border: 1px solid gray; padding: 2px;">David Arquette</span> ▼  <span style="border: 1px solid gray; padding: 2px;">David Arquette</span>  <span style="background-color: blue; color: white; padding: 2px;">Jennifer Aniston</span></p> <p><span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Save</span></p> <p><a href="#">Return to Emergency Contacts</a></p>									
<p>You will receive "The Save was successful" message. Click <span style="background-color: yellow;">OK</span>.</p>	<p><b>Emergency Contacts</b></p> <p><b>Save Confirmation</b></p> <p>✓ The Save was successful.</p> <p><span style="background-color: yellow;">OK</span></p>									
<p><b><u>Edit Contact Information</u></b></p> <p><b>Step 1:</b> Click <span style="background-color: yellow;">Edit</span> next to the emergency contact person you wish to change information.</p>	<p><b>Emergency Contacts</b></p> <p>Courtney Cox</p> <table border="1"> <thead> <tr> <th>Contact Name</th> <th>Edit</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td><a href="#">David Arquette</a></td> <td>Edit</td> <td>Delete</td> </tr> <tr> <td><a href="#">Jennifer Aniston</a></td> <td><span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Edit</span></td> <td>Delete</td> </tr> </tbody> </table> <p>Primary Contact: David Arquette <span style="border: 1px solid gray; padding: 2px;">Change the primary contact</span></p> <p>Add an Emergency Contact</p>	Contact Name	Edit	Delete	<a href="#">David Arquette</a>	Edit	Delete	<a href="#">Jennifer Aniston</a>	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Edit</span>	Delete
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<p><b>Step 2:</b> Edit the information as needed.</p> <p><b>Step 3:</b> Click <b>Save</b></p>	<p><b>Emergency Contacts</b></p> <p><b>Emergency Contact Detail</b></p> <p>Courtney Cox</p> <p><b>Address and Telephone</b></p> <p>*Contact Name: <input type="text" value="Jennifer Aniston"/></p> <p><input type="checkbox"/> Contact has the same address as the employee</p> <p><input type="checkbox"/> Contact has the same telephone number as the employee</p> <p><b>Address</b></p> <p>Country: United States <a href="#">Change Country</a></p> <p>Address: 111 Hollywood Blvd <a href="#">Edit Address</a> Hollywood, CA 99999</p> <p><b>Phone</b></p> <p>Telephone: <input type="text" value="714/222-3333"/></p> <p><b>Other Telephone Numbers</b></p> <table border="1"> <thead> <tr> <th>*Phone Type</th> <th>Phone Number</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="text" value="Cellular"/></td> <td><input type="text" value="714/444-5555"/></td> <td><input type="button" value="Delete"/></td> </tr> </tbody> </table> <p><input type="button" value="Add a Phone Number"/></p> <p>* Required Field</p> <p><input type="button" value="Save"/></p>	*Phone Type	Phone Number		<input type="text" value="Cellular"/>	<input type="text" value="714/444-5555"/>	<input type="button" value="Delete"/>
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<p><b><u>Delete Contact Information</u></b></p> <p><b>Step 1:</b> Select <b>Delete</b> next to the contact person you wish to delete as an emergency contact.</p>	<p><b>Emergency Contacts</b></p> <p>Courtney Cox</p> <table border="1"> <thead> <tr> <th>Contact Name</th> <th>Edit</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>David Arquette</td> <td>Edit</td> <td>Delete</td> </tr> <tr> <td>Jennifer Aniston</td> <td>Edit</td> <td>Delete</td> </tr> </tbody> </table> <p>Primary Contact: David Arquette <span>Change the primary contact</span></p> <p>Add an Emergency Contact</p>	Contact Name	Edit	Delete	David Arquette	Edit	Delete	Jennifer Aniston	Edit	Delete
Contact Name	Edit	Delete								
David Arquette	Edit	Delete								
Jennifer Aniston	Edit	Delete								
<p><i>Note:</i> If you are deleting your primary contact you must select a new primary contact first then delete your contact.</p>										
<p><b>Step 2:</b> Confirm you want to delete the emergency contact.</p> <p>Click <b>Yes - Delete</b> or <b>No - Do Not Delete</b>. You will be taken back to the Emergency Contact page.</p>	<p><b>Emergency Contacts</b></p> <p><b>Delete Confirmation</b></p> <p>? Are you sure you want to delete Emergency Contact (Jennifer Aniston)?</p> <p>Yes - Delete No - Do Not Delete</p>									
<p><i>Note:</i> All emergency contact changes made by you will be followed up with a confirmation email.</p>	<p>From: csuf@fullerton.edu Sent: Thu 2/9/2006 1:35 PM</p> <p>To: Titan, Tiffany</p> <p>Cc:</p> <p>Subject: Change of Emergency Contact Confirmation</p> <p>This email is to inform you that we have successfully received your emergency contact change submission. If you have any questions, please contact Payroll at ext. 2521.</p> <p>We also suggest that you take advantage of other self service features. Thank you again for submitting your changes via self-service.</p> <p>Please do not respond to this email.</p>									