Entering your Emergency Contact in PAWS

- You need to enter a contact person who, in the case that something happens to you, can be in touch with your family.
- This contact person can be outside of the US or inside the US; they can be a friend, family member, or your parent; and they do not need to speak English.
Steps to add an Emergency Contact person in PAWS

- **Step 1:** Choose an Emergency Contact Person
- **Step 2:** Log in to PAWS
- **Step 3:** Click on “Emergency Contact” option
- **Step 4:** Add or Edit your Emergency Contact
- **Step 5:** Enter the Contact’s Details

See the following slides for screenshots and detailed instructions on each step.
Step 1: Choose an Emergency Contact Person

- **Emergency Contact Person**
  - *This person can be a family member or friend*
  - *If your contact is a friend, make sure they can contact your family in an emergency*
  - *Your contact person does not need to speak English*

- **Contact’s information you will need**
  - *Name*
  - *Relationship to you (friend, parent, sibling)*
  - *Phone Number: The phone number can be an international phone number*
  - *Address (optional)*
Step 2: Log in to PAWS

- Open [www.uwm.edu/paws](http://www.uwm.edu/paws)
- Click on the “PAWS Access” button
- Log in with your UWM ePanther ID and Password
Step 3: Click on the Emergency Contact option

- On your landing page, find the “Personal Information” section
- Click on the “Emergency Contact” button on the left-hand side
Step 4: Add or Edit your Emergency Contact

- When redirected to the next page, click on “Add an Emergency Contact” to add a new contact.

- To update an existing Emergency Contact, click the “Edit” button.
Step 5: Enter the Contact’s Details

- Enter the Contact’s information (name, relationship, phone number)
- If you want to include an address, click the “Edit Address” link (you will be routed to a new page, see next slide)
- Click “Save” when complete.
Step 5: Enter the Contact’s Details

- If you are including your contact’s address, you can change the listed country by clicking on the “Change Country” link.

- Click “OK” when complete and you will be routed back to the previous page; click “Save” when complete.
Make sure to update your Emergency Contact in PAWS when any changes are made.