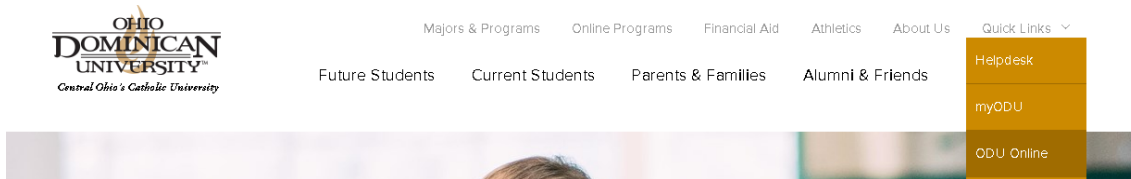


## Emergency Contact Information Setup

1. Open Chrome



2. Go to Quick Links on [ohiodominican.edu](http://ohiodominican.edu) and select ODU Online



2. Click Login and then enter in your ODU username and password followed by clicking the Submit button

The image is a screenshot of the ODU Online login page. At the top right, there are links for "LOG IN", "MAIN MENU", and "CONTACT US". Below these is a yellow banner with login instructions: "Login with your ODU issued user ID and password. If you have forgotten or need to change your password click [here](#). Please call the ODU Helpdesk at 614-253-3633, or toll free at 888-251-0773, if you need assistance. Thank you." Below the banner is a search bar labeled "Search for Sections". Underneath is a "Welcome Guest!" message with links to course catalogs for the years 2021-2022, 2020-2021, 2019-2020, and 2018-2019. The login form includes a "User ID:" field with the text "username", a "Password:" field with masked characters, and a "Show Hint:" checkbox. A yellow "SUBMIT" button is located at the bottom right of the form.

3. Once you are logged in, you will click on the Students tab to take you to the Students menu



4. Once you are on the Students menu, you will select the Emergency Information option under the NEW! Colleague Self Service area

### **NEW! Colleague Self Service**

[Course Catalog](#)

[Register for Classes](#)

[User Profile](#)

[Emergency Information](#)

[Grades](#)

[Application for Graduation](#)

[Test Summary](#)

[Unofficial Transcript](#)

[View 1098T](#)

[Financial Responsibility Agreement](#)

5. From there, you will click Add New Contact and fill out the fields as shown below before clicking Add Contact. Please make sure that you list **2** contacts while indicating if they are an emergency contact or a missing person contact.

## Emergency Contact Information



Name \*

Name

Relationship

Relationship

Phones (Enter at least one) \*

Daytime Phone

Daytime Phone

Evening Phone

Evening Phone

Other Phone

Other Phone

Address

Address

Effective Date

6/7/2022

Emergency Contact

Missing Person Contact

Cancel

Add Contact

6. Once you have added two emergency contacts, you will click the Confirm button to finish adding your emergency contacts



Last Confirmed On: 5/4/2021

I confirm that this information is accurate and current as of today.

Confirm

7. Once you are finished, please close out of the browser and log out of the machine by clicking on the Start menu followed by the person icon

