Students will be required to annually update address, phone and emergency contact information in Enroll & Pay in case of emergency. This process will also allow the student to opt out of emergency text messaging.

Log in to Enroll & Pay by going to sa.ku.edu. The KU Contact Information & Emergency Preferences task will appear on the To Do List on the Student Center. You can complete the task by clicking that link. You will also be prompted to complete the task when you click on the Enroll link. Please note that you may complete the task at any time but will not be able to enroll prior to your listed Enrollment Appointment.
KU Contact Information & Emergency Preferences

You will be directed to the KU Contact Information and Emergency Preferences Task Work Center. After reading each page of information, mark the page as read/complete and click the Next button to get to the next task. You may exit this process at any time, but will be redirected to where you left off the next time you log in. This task must be completed before students will be able to enroll in classes.

With each completed task, the progress will be recorded in the Task Details window.
KU Contact Information & Emergency Preferences

In order to complete the task, you will need to click on the Finish button in Step 6.

Once completed, you will be redirected to your Student Center. The task will no longer be listed in your To Do List.