

## Annual KU Contact Information & Emergency Preferences Update

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

Students will be prompted to complete the task when they click on the **Enroll & Manage Classes** tile on their Student Homepage. **Please note that you may complete the task at any time but will not be able to enroll prior to your listed Enrollment Appointment time.** You will be directed to the KU Contact Information and Emergency Preferences Task Work Center. After reading each page of information and completing/confirming the specific tasks, click the **Next** button to get to move onto the next step. You may exit this process at any time, but will be redirected to where you left off. This entire task must be completed before students will be able to enroll in classes.

The screenshot shows the 'KU Contact Information & Emergency Preferences' task center. The top navigation bar includes an 'Exit' button, the title 'KU Contact Information & Emergency Preferences', and a 'Next >' button. A sidebar on the left lists six steps: 1. Introduction (Visited), 2. Contact Details (Not Started), 3. Addresses (Not Started), 4. Emergency Contacts (Not Started), 5. KU Emergency Texts Option (Not Started), and 6. Complete Task (Not Started). The main content area is titled 'Step 1 of 6: Introduction' and contains a 'Required Task' section with a red warning message: 'You are being asked to update information that is critical to the University of Kansas, particularly in times of crisis. Please review and update this information as needed.' Below this, instructions are provided: 'When the information on each screen has been reviewed and requires no updates, click on the [Confirm] button on the top right corner.', 'Click on the [Save] button near the bottom of the screen to save any updates in that section.', 'Click on the [Next] button in the top right corner to continue on to the next section of this activity.', and 'You may click on [Exit] at any time to leave these screens to return to them later, but please keep in mind that you may not be able to enroll in classes until all of these screens are confirmed.'

The screenshot shows the 'KU Contact Information & Emergency Preferences' task center at Step 2 of 6: Contact Details. The top navigation bar includes an 'Exit' button, the title 'KU Contact Information & Emergency Preferences', and a '< Previous' button. The sidebar on the left shows the progress: 1. Introduction (Visited), 2. Contact Details (In Progress), 3. Addresses (Not Started), 4. Emergency Contacts (Not Started), 5. KU Emergency Texts Option (Not Started), and 6. Complete Task (Not Started). The main content area is titled 'Step 2 of 6: Contact Details' and features a 'Confirm' button in the top right corner. It contains two sections: 'Email' and 'Phone'. Each section has a '+' button to add new entries. The 'Email' section displays a table with columns 'Email', 'Type', and 'Preferred'. The 'Phone' section displays a table with columns 'Phone', 'Type', and 'Preferred'. Both tables have a right arrow icon next to each entry.

Email	Type	Preferred
jayhawk.student@ku.edu	KULC Email Address	✓

Phone	Type	Preferred
+ 785/555-1234	Cellular	

## Annual KU Contact Information & Emergency Preferences Update

With each completed task, your progress will be recorded in the Task Details window.



**KU Contact Information & Emergency Preferences** < Previous ⋮

**1** Introduction Visited

**2** Contact Details Complete

**3** Addresses Complete

**4** Emergency Contacts In Progress

**5** KU Emergency Texts Option Not Started

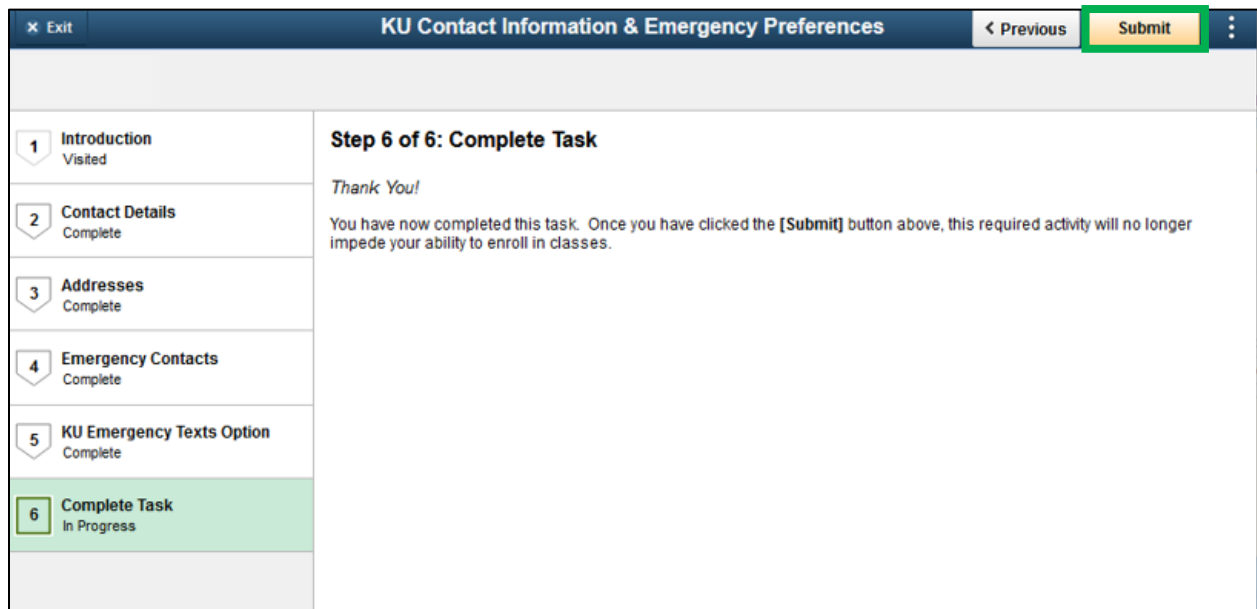
**6** Complete Task Not Started

**Step 4 of 6: Emergency Contacts** ⓘ Confirm

+

Contact	Phone	Preferred	
Mother Jayhawk	785/555-2345	✓	>
Father Jayhawk	785/555-3456		>

In order to complete the task, you will need to click on the **Submit** button on step 6.



**KU Contact Information & Emergency Preferences** < Previous Submit ⋮

**1** Introduction Visited

**2** Contact Details Complete

**3** Addresses Complete

**4** Emergency Contacts Complete

**5** KU Emergency Texts Option Complete

**6** Complete Task In Progress

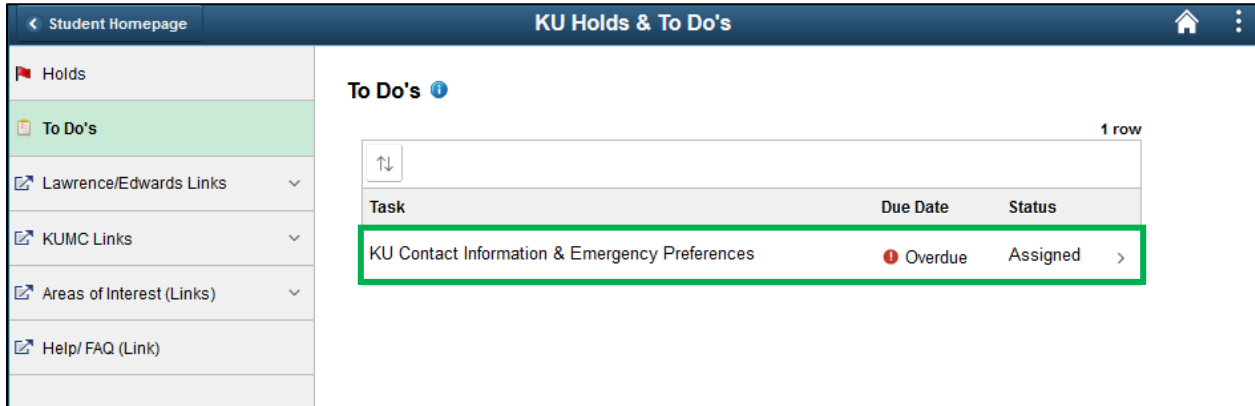
**Step 6 of 6: Complete Task**

*Thank You!*

You have now completed this task. Once you have clicked the **[Submit]** button above, this required activity will no longer impede your ability to enroll in classes.

## Annual KU Contact Information & Emergency Preferences Update

If you elect to leave the process, you can access the information again either by going to the Enroll & Manage Classes tile or by clicking on your To Do list. Click on the “KU Contact Information & Emergency Preferences task to resume the process.



The screenshot shows the 'KU Holds & To Do's' page. On the left is a sidebar with a 'To Do's' section highlighted in green, containing links for Lawrence/Edwards Links, KUMC Links, Areas of Interest (Links), and Help/FAQ (Link). The main content area is titled 'To Do's' and shows a table with one row. The table has columns for Task, Due Date, and Status. The task listed is 'KU Contact Information & Emergency Preferences', which is marked as 'Overdue' (indicated by a red exclamation mark icon) and 'Assigned'. A green box highlights the entire task row.

Task	Due Date	Status
KU Contact Information & Emergency Preferences		Overdue Assigned

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



The screenshot shows the 'KU Holds & To Do's' page after the task has been completed. The sidebar remains the same. The main content area, titled 'To Do's', now displays the message 'No current tasks'.