Annual KU Contact Information & Emergency Preferences Update
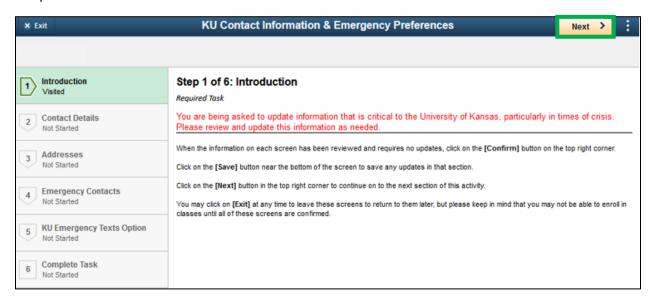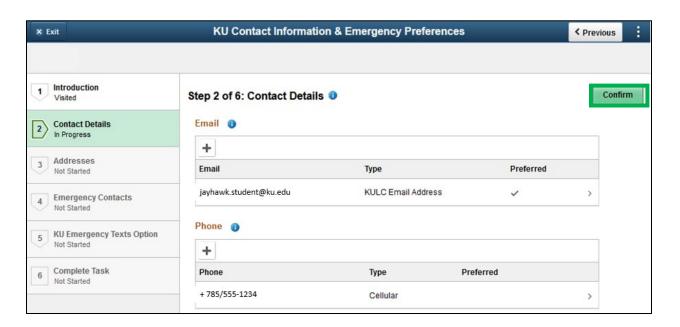
Students will be required to annually update address, phone and emergency contact information in case of emergency. This will also allow the student to opt out of emergency text messaging.

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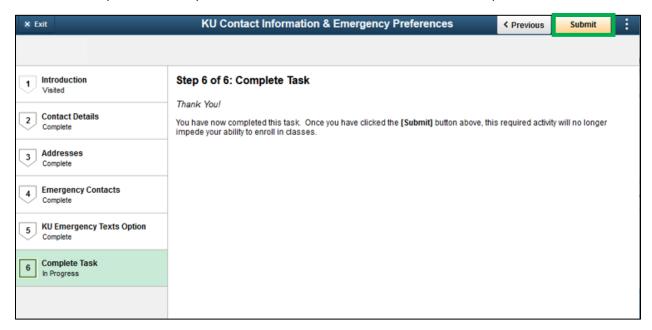
With each completed task, your progress will be recorded in the Task Details window.

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

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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.

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