

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.

The KU Contact Information & Emergency Preferences task will appear on the To Do's Page on the KU Holds and To Do's tile.



You can complete the task by clicking the link for the **Ku Contact Information & Emergency Preferences**.

The screenshot shows a web interface with a dark blue header. On the left is a sidebar with a "To Do's" section highlighted in green. The main content area is titled "KU Holds & To Do's" and contains a "To Do's" list with one row. The row is highlighted with a green border and contains the following information:

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

Students will also be prompted to complete the task when they click on the Class Search and Enroll link on the Manage Classes tile. **Please note that you may complete the task at any time but will not be able to enroll prior to your listed Enrollment Appointment.**

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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 task must be completed before students will be able to enroll in classes.**

KU Contact Information & Emergency Preferences

1 Introduction
Visited

2 Contact Details
Not Started

3 Addresses
Not Started

4 Emergency Contacts
Not Started

5 KU Emergency Texts Option
Not Started

6 Complete Task
Not Started

Step 1 of 6: Introduction

Required Task

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.

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.

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.

Next >

KU Contact Information & Emergency Preferences

1 Introduction
Visited

2 Contact Details
In Progress

3 Addresses
Not Started

4 Emergency Contacts
Not Started

5 KU Emergency Texts Option
Not Started

6 Complete Task
Not Started

Step 2 of 6: Contact Details

Email

Phone

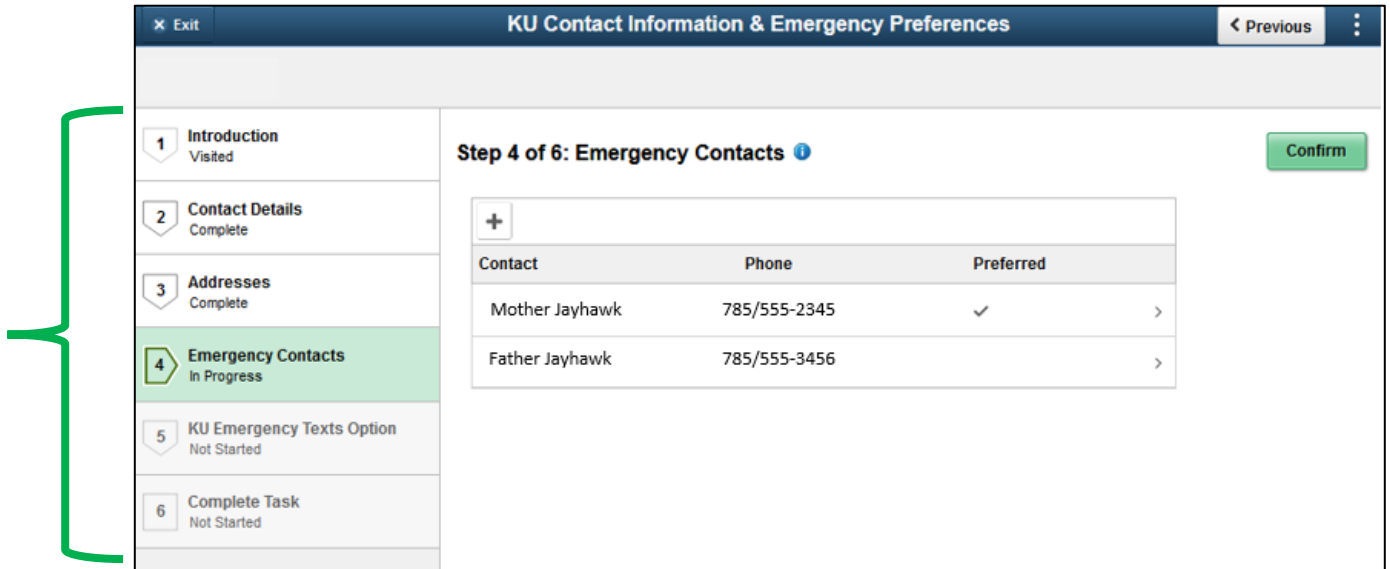
Email	Type	Preferred
jayhawk.student@ku.edu	KULC Email Address	✓

Phone	Type	Preferred
+ 785/555-1234	Cellular	

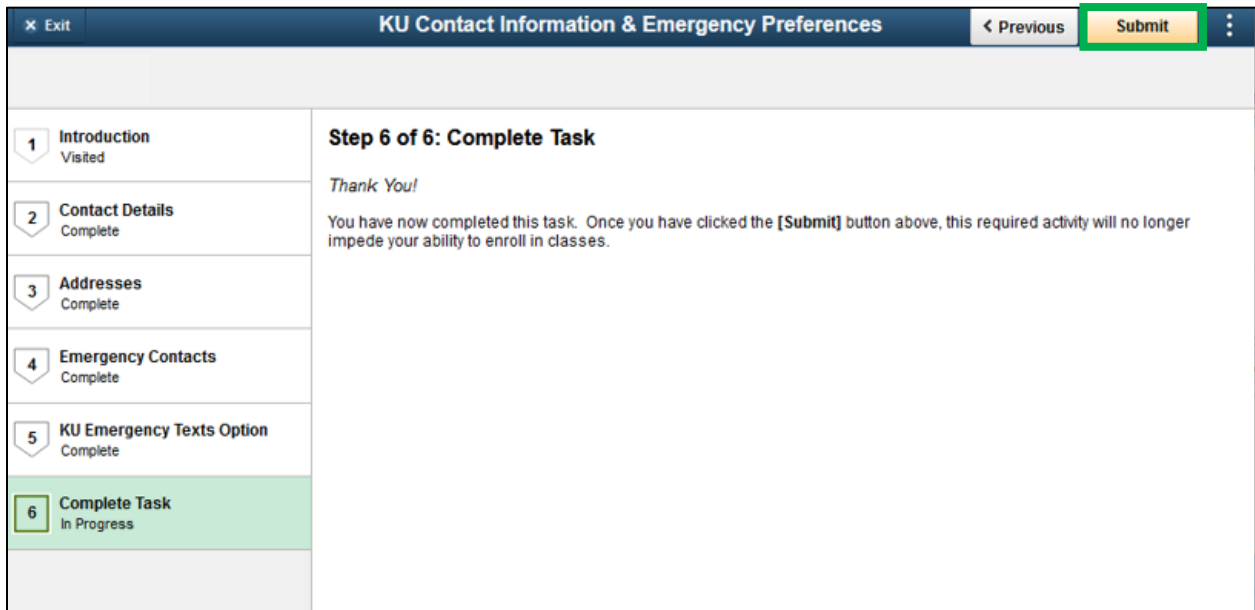
Confirm

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



The screenshot displays a user interface for 'KU Holds & To Do's'. On the left is a sidebar with the following items: 'Holds', 'To Do's' (highlighted in green), 'Lawrence/Edwards Links', 'KUMC Links', 'Areas of Interest (Links)', and 'Help/FAQ (Link)'. The main content area on the right is titled 'To Do's' with an information icon and displays the message 'No current tasks'. The top navigation bar includes a back arrow, 'Student Homepage', the title 'KU Holds & To Do's', a home icon, and a menu icon.