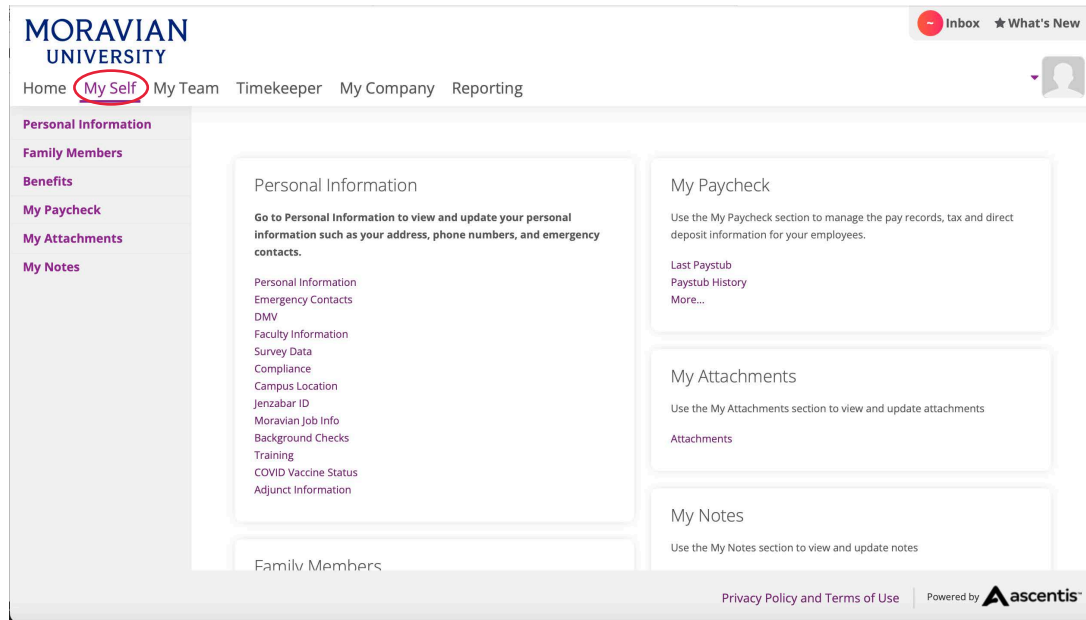


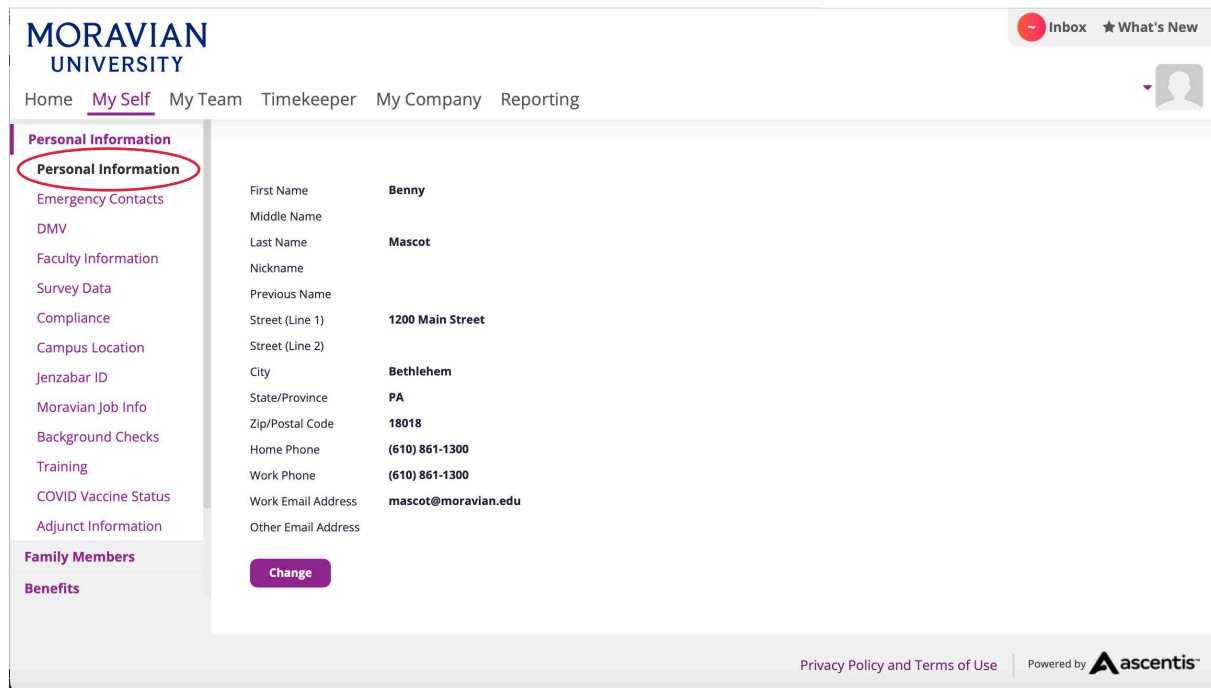
MORAVIAN UNIVERSITY

HOW TO ADD AN EMERGENCY CONTACT

1. Click on “MY SELF” tab



2. Click on “Personal Information”



Should you require assistance using these instructions or employee self-service in general, please contact HR@moravian.edu or call 610-861-1527.

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3. Click on “Emergency Contacts” under the personal information tab

The screenshot shows the Moravian University self-service portal. The top navigation bar includes 'Home', 'My Self', 'My Team', 'Timekeeper', 'My Company', and 'Reporting'. The 'My Self' tab is active. The left sidebar is titled 'Personal Information' and contains several menu items. 'Emergency Contacts' is highlighted with a red circle. The main content area displays a table with the following data:

Action	Name	Relationship	Cell Phone	Work Phone	Other Phone
Change Delete	Bryon Grigsby	Friend	(610) 861-1300		

Below the table is a purple 'New' button. At the bottom of the page, there is a footer with 'Privacy Policy and Terms of Use' and 'Powered by Ascentis'.

4. Click on “New”

This screenshot is identical to the previous one, but the 'Emergency Contacts' menu item in the left sidebar is now selected. The 'New' button in the main content area is highlighted with a red circle.

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5. Type in emergency contact information

The screenshot shows the Moravian University self-service portal. The header includes the university logo, navigation links (Home, My Self, My Team, Timekeeper, My Company, Reporting), and user options (Inbox, What's New, profile icon). The left sidebar lists various self-service categories: Personal Information, Emergency Contacts, DMV, Faculty Information, Survey Data, Compliance, Campus Location, Jenzabar ID, Moravian Job Info, Background Checks, Training, COVID Vaccine Status, Adjunct Information, Family Members, and Benefits. The main content area displays the 'Emergency Contacts' form with the following fields: *Name (Bryon Grigsby), *Relationship (Friend), Cell Phone ((610) 861-1300), Work Phone, and Other Phone. Below the fields are 'Save Changes' and 'Cancel' buttons. A red asterisk is present next to the 'Save Changes' button. A message below the form reads: 'Please enter all fields having a red label and *'. The footer contains 'Privacy Policy and Terms of Use' and 'Powered by Ascentis'.

6. Click "Save Changes"

This screenshot is identical to the one above, but the 'Save Changes' button is circled in red to indicate the next step in the process. The rest of the page content, including the header, sidebar, form fields, and footer, remains the same.

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7. You are now able to see your emergency contact

The screenshot displays the Moravian University employee self-service portal. The header includes the Moravian University logo, navigation links (Home, My Self, My Team, Timekeeper, My Company, Reporting), and utility links (Inbox, What's New). The left sidebar lists various self-service options, with 'Emergency Contacts' highlighted. The main content area shows a table of emergency contacts with columns for Action, Name, Relationship, Cell Phone, Work Phone, and Other Phone. A single contact is listed: Bryon Grigsby, Friend, (610) 861-1300. A 'New' button is visible below the table. The footer contains a link to the Privacy Policy and Terms of Use, and a note that the system is powered by Ascentis.

Action	Name	Relationship	Cell Phone	Work Phone	Other Phone
Change Delete	Bryon Grigsby	Friend	(610) 861-1300		

Should you require assistance using these instructions or employee self-service in general, please contact HR@moravian.edu or call 610-861-1527.