Personal Details – Emergency Contacts

Employees can update their Emergency Contact information through Self-Service. To update your Emergency Contacts, navigate through the Portal to the Emergency Contacts page as outlined below.

Update Emergency Contacts

1. Navigate to your Portal.
   - MyUW System portal at https://my.wisconsin.edu/ for all campuses except UW Madison
   - MyUW Madison portal at https://my.wisc.edu/ for UW Madison employees

2. Click the **Personal Information** Tile.

3. Click the **Update My Personal Information** hyperlink, found near the bottom of the screen

4. Select **Emergency Contacts** on the left sidebar.

5. Click on the contact you want to update - or –
   Click **+** to add a contact.

6. Update contact information.

7. Click **Save**.