**Reviewing and Updating Your Emergency Contact Information**

It is important to keep up-to-date emergency contact information on file with the College. This information will be accessed by the Human Resources staff in the event of an emergency or when a crisis situation occurs on campus so we ask that you please take the time to review your emergency contact(s) on a regular basis.

1. **Getting Started**
2. Go to the [MyBarton](https://eis-prod.ec.bartonccc.edu/authenticationendpoint/login.do?RelayState=eyJ0ZW5hbnRJZCI6ImY5Y2RjODYxLTNhNjUtNGJiMi04ZjAwLTQwNDc5MWM4OGVmYyIsImFjY291bnRJZCI6IjAwMUcwMDAwMDBpSG5YTklBMCIsImp3dENhbGxiYWNrVXJsIjoiaHR0cHM6Ly9leHBlcmllbmNlLmVsbHVjaWFuY2xvdWQuY29tL2JjY2MvYXV0aC9jYWxsYmFjayIsImlkcExvZ291dFVybCI6Imh0dHBzOi8vZXhwZXJpZW5jZS5lbGx1Y2lhbmNsb3VkLmNvbS9pZHAtbG9nb3V0In0%3D&SigAlg=http%3A%2F%2Fwww.w3.org%2F2001%2F04%2Fxmldsig-more%23rsa-sha256&Signature=iIw8uluDQybP00wHIq0Fnn2WrsGueXZ778Qnicf3Crmi%2B6XAIuHzdv0lDHwRTe8Zj9P0QAJkGqliGiPhH2F8lHS3ny5agFzjUoFQpx2Z14FZZ%2Bz7V3yHxEZ7U2S%2FsNAlLpwmADtazeUq7ZBVXYcbiwbGHR0SmHM5RGDEie%2BU9Pqs%2B1rS7X4hW13FpgUoqRfGjU9la0kTIgNGBoabV71swFKdKPAiA2HGzscAqC%2FNC7zdZcUsTIhfnDEM5I484mCERu7BQccV4hp2JX4gX%2BNpXlsdWbFsd1yLkLmkJIJUuMlDJHhqSDjd2wpfHR20O%2FN%2B4d5Nt6LxdOT09O4H7k99GA%3D%3D&commonAuthCallerPath=%2Fsamlsso&forceAuth=false&passiveAuth=false&tenantDomain=carbon.super&sessionDataKey=f36e654e-d470-46f9-a686-38f77540af4e&relyingParty=Experience_PROD&type=samlsso&sp=Ellucian_Experience_PROD&isSaaSApp=false&authenticators=BasicAuthenticator:LOCAL) portal.
3. Enter your employee e-mail address and the password you use to login to your Barton PC or e-mail every day.
4. Click “Sign In”.
5. Click on “Employee Dashboard” under the “Self-Service > Employees” card. If this card is not displayed, click on “Discover More”, scroll down to the “Self-Service > Employees” card, and then click on the ribbon in the upper right-hand corner to save the card to your dashboard.



1. Click on “My Profile”.



1. **Review of Emergency Contacts**
2. Your emergency contact information will be shown in the “Emergency Contacts” section.
3. If you have more than one emergency contact on file, you can use the arrows to scroll back and forth through the information.
4. **Adding an Emergency Contact**
5. If you need to add an emergency contact, click on the pencil icon.
6. On the next screen, click on “New Contact”, fill in the information, and then click on “Submit Changes”.
7. **Update an Emergency Contact**
8. If you need to update an emergency contact, click on the pencil icon.
9. On the next screen, click on the name of the emergency contact, update the incorrect information, and then click on “Submit Changes”.
10. **Remove an Emergency Contact**
11. If you need to remove an emergency contact, click on the pencil icon.
12. On the next screen, check the “Remove Contact” box at the top and then click on “Submit Changes”.

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