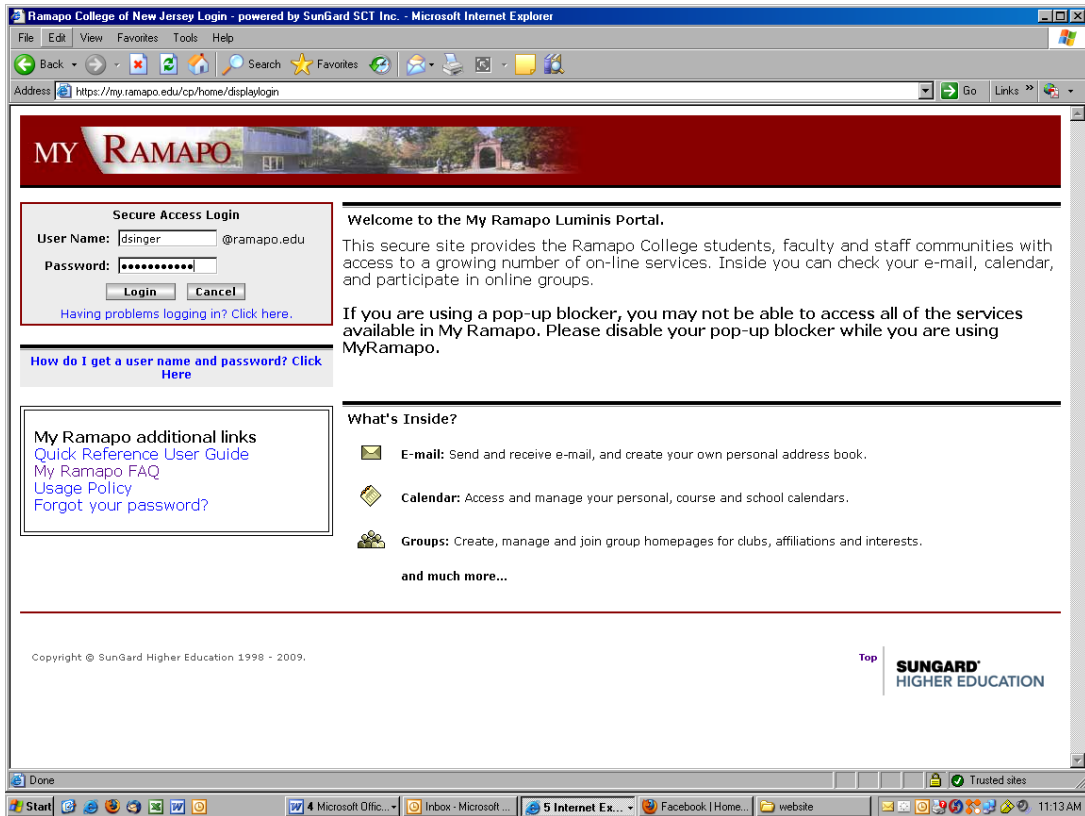


Entering Emergency Contact Through Luminis “MY RAMAPO”

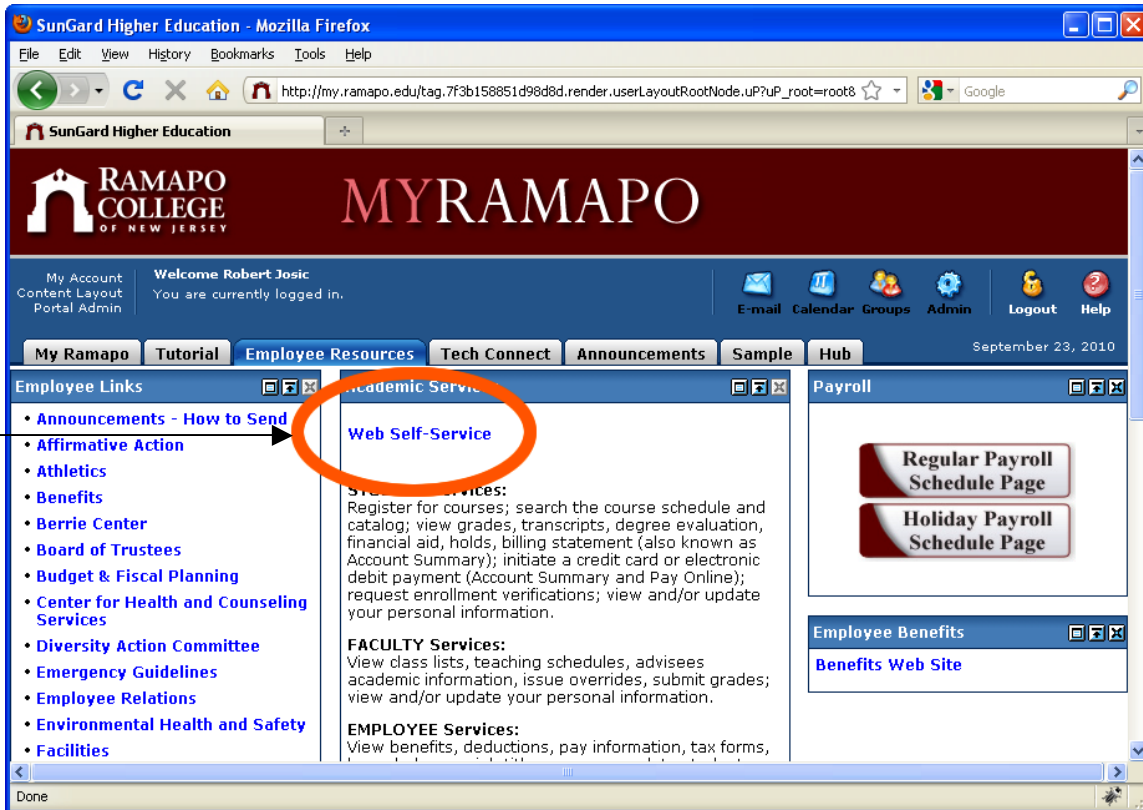
Log in through Luminis: my.ramapo.edu



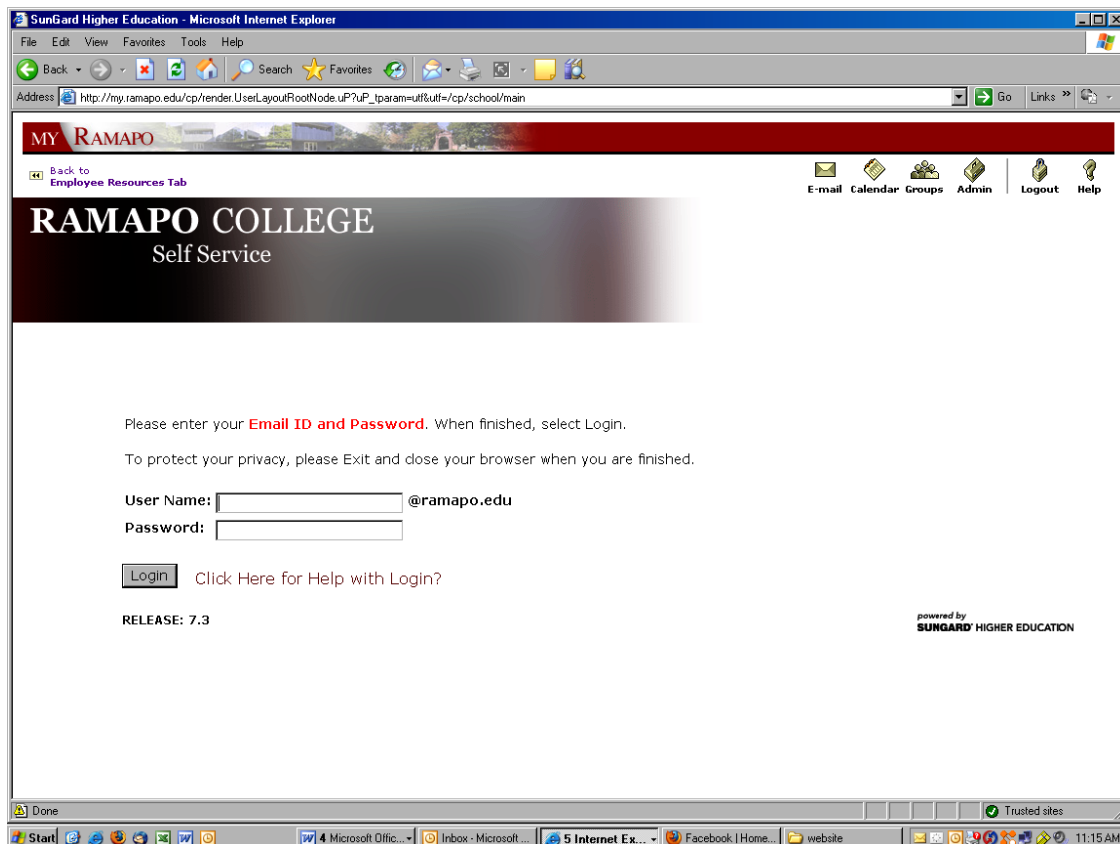
Click on Employee Resources or Student Resources:



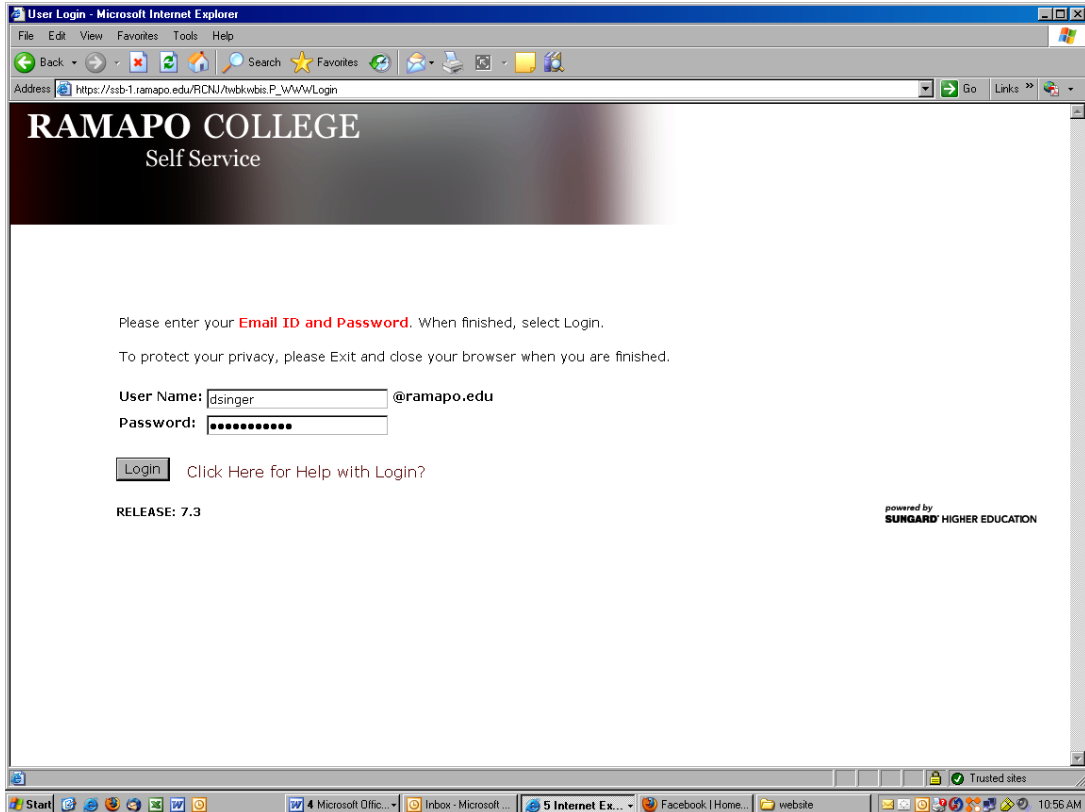
Click Web Self Service



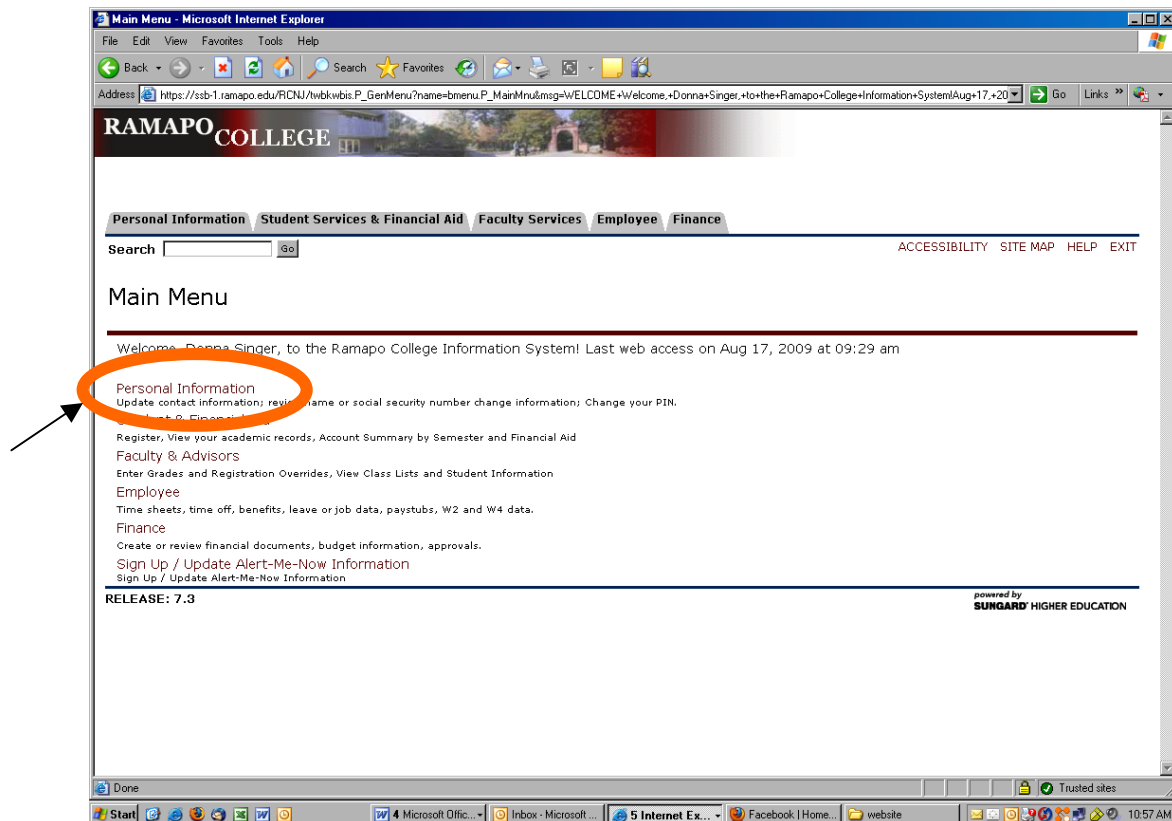
Enter your email id and password.



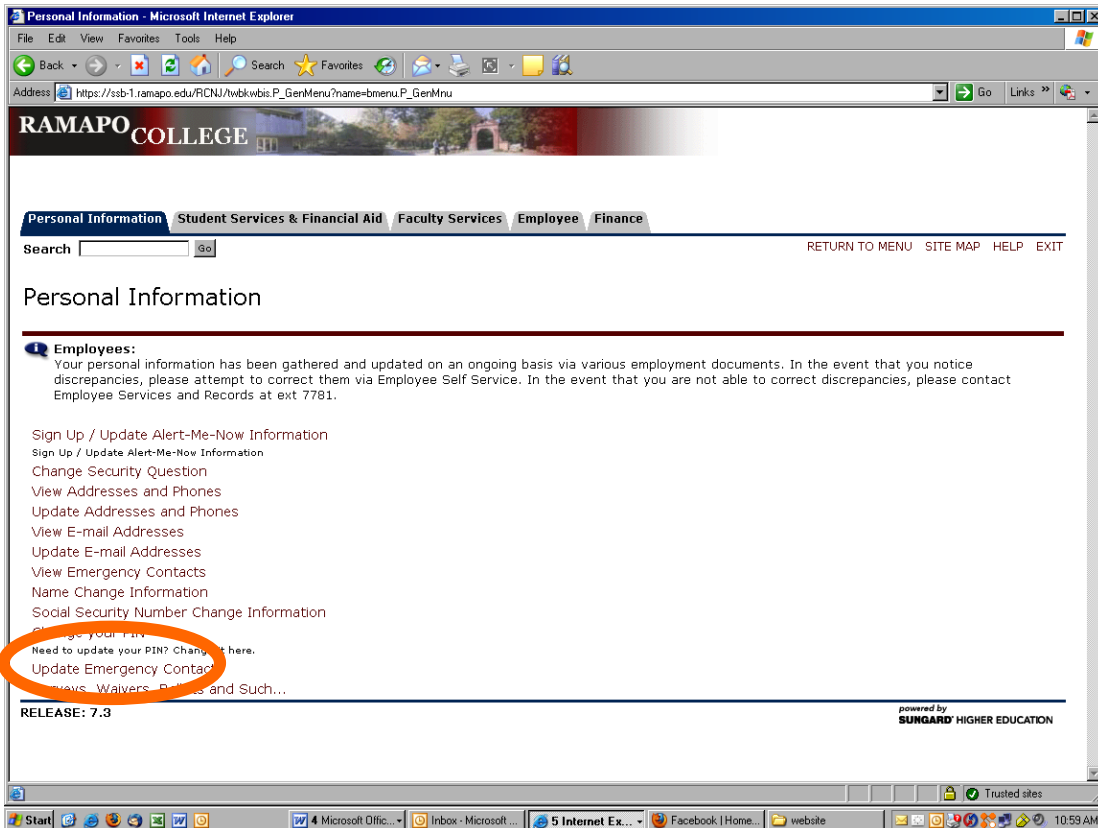
Enter your email id and password, and click login button:



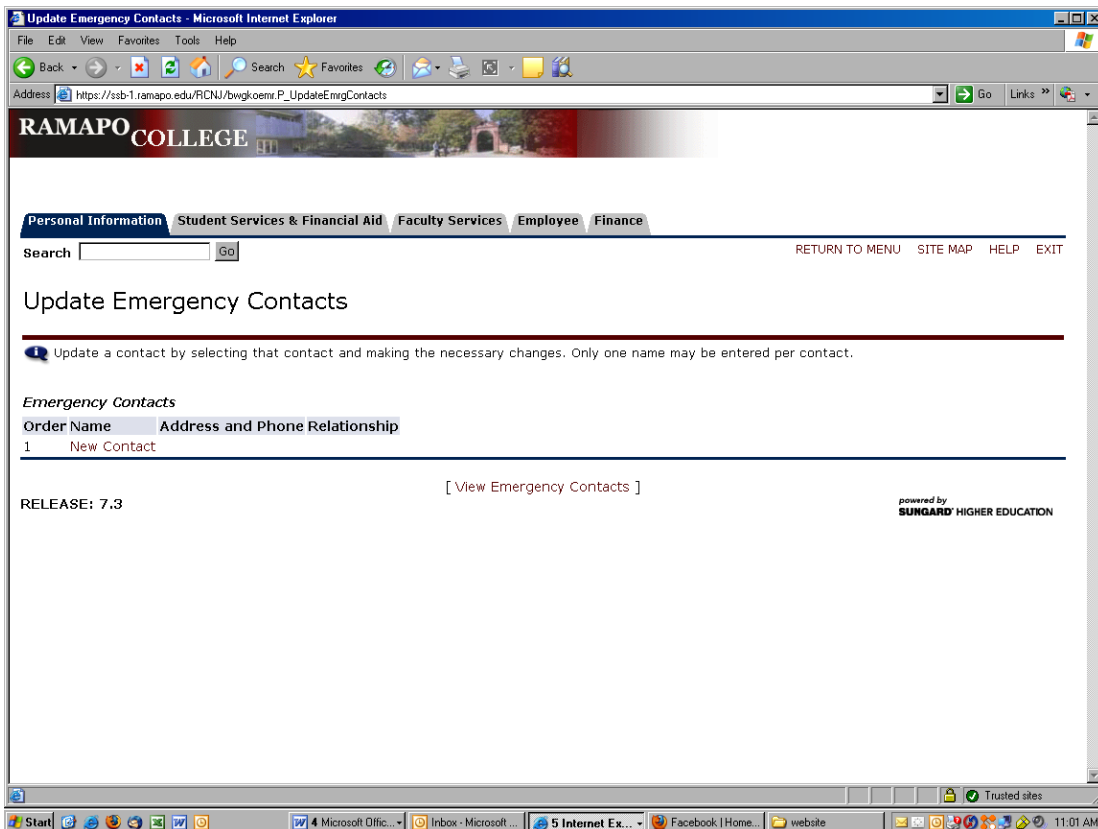
Click on Personal Information:



And click update emergency contacts



And click on **New Contact** information:



Then enter the data and click the submit button:

Update Emergency Contacts

Enter a new emergency contact. When finished, Submit Changes.

Remove Contact:

Order:

Relationship:

First Name:

Middle Initial:

Last Name:

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

Zip or Postal Code:

Country:

Area Code: Phone Number: Extension:

To delete existing contact information, click the “remove contact” entry and click submit changes,

Update Emergency Contacts

Complete your emergency contact information update and Submit Changes.

Remove Contact:

Order:

Relationship:

First Name:

Middle Initial:

Last Name:

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

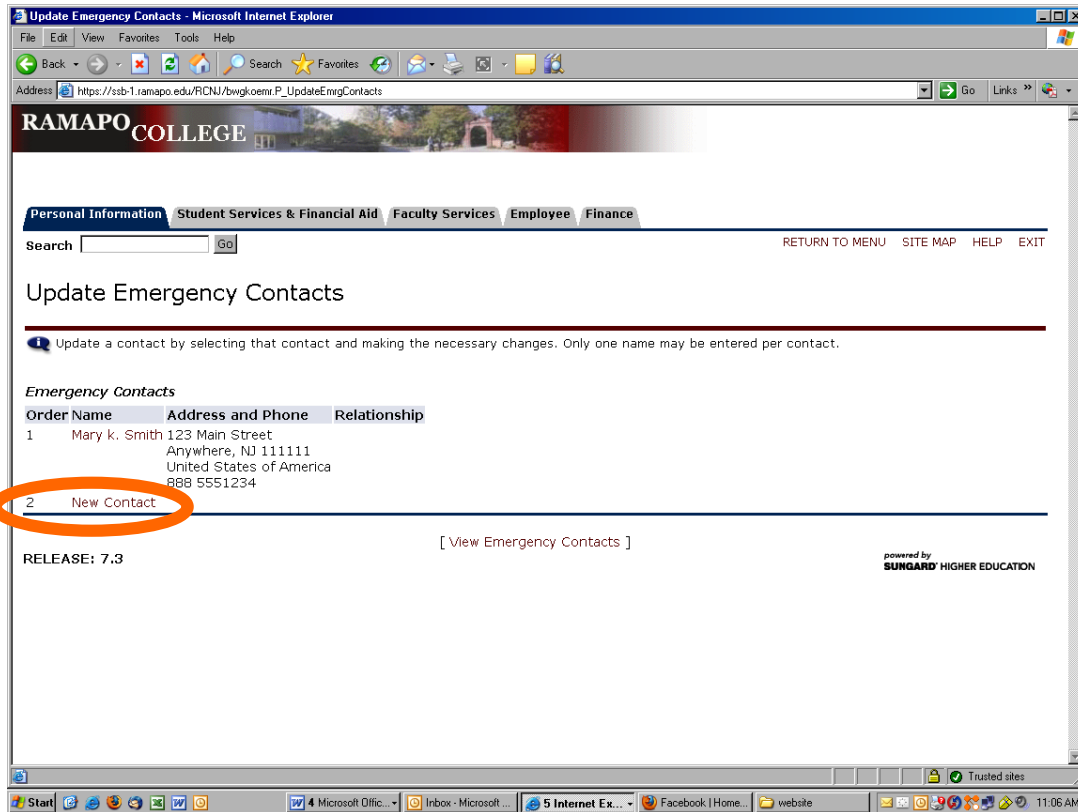
Zip or Postal Code:

Country:

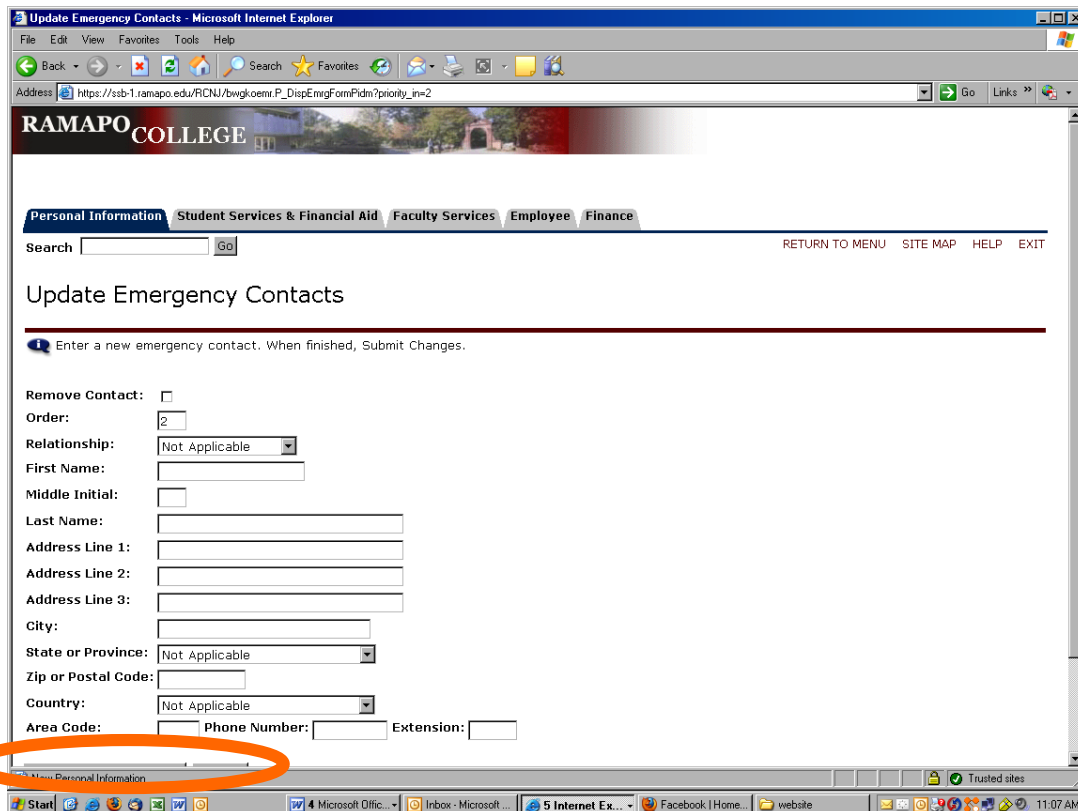
Area Code: Phone Number: Extension:

Click submit changes

To enter more contacts, click **New Contact**



And continue by entering the data (follow instructions for initial entry of data).



Click **submit changes**