

Housing & Residential Education

Main Housing Office

Phone: (805) 437-8400

Email: student.housing@csuci.edu

Update Your Emergency Contacts

1. Login to myCI portal
 - Dolphin Name and Password are case sensitive.



A login form with two input fields: 'Username' and 'Password'. Below the fields is a blue 'Login' button. At the bottom, there are three links: 'Forgot Password?', 'Forgot Dolphin Name?', and 'Help'.

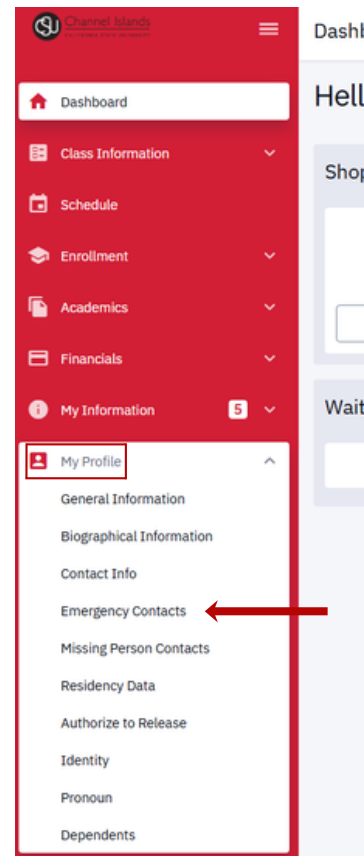
2. Locate and click on the '**CI Records**' tile. You will be routed to your Student Dashboard.

Pinned Services (What's this?)



A grid of five service tiles. The 'CI Records' tile is highlighted with a red border. The tiles are: 'CI Learn' (View course information and materials using Canvas), 'Student Housing' (Apply for student housing and manage your housing account), 'CI Records' (Student registration and records system), 'Webmail' (Employee email system, powered by Microsoft Outlook), and 'CHRS' (Employee and departmental records and data management).

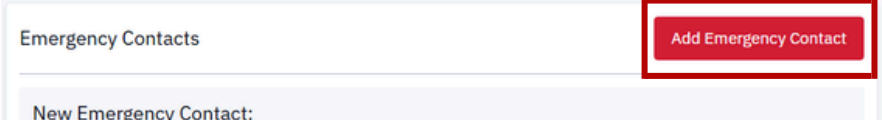
3. From the left-hand menu, go to the '**My Profile**' section and click on '**Emergency Contacts**'.



A screenshot of the myCI portal navigation menu. The 'My Profile' section is expanded, showing a list of options: 'General Information', 'Biographical Information', 'Contact Info', 'Emergency Contacts', 'Missing Person Contacts', 'Residency Data', 'Authorize to Release', 'Identity', 'Pronoun', and 'Dependents'. A red arrow points to the 'Emergency Contacts' option.

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4. Select '**Add Emergency Contact**'.

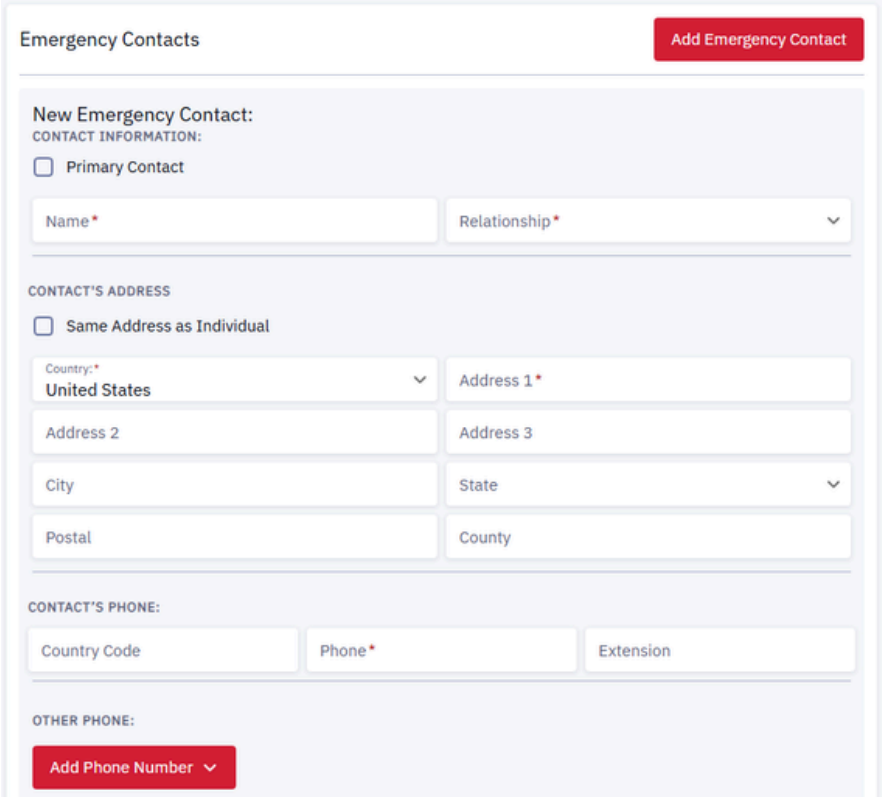


Emergency Contacts

Add Emergency Contact

New Emergency Contact:

5. Fill in information regarding the Emergency Contact's:
- o Name
 - o Relationship to Student
 - o Place of Residency
 - o Phone Number
 - Designate if New Contact is a Primary Contact (can have multiple based on relevant connection to student)



Emergency Contacts

Add Emergency Contact

New Emergency Contact:
CONTACT INFORMATION:

☐ Primary Contact

Name * Relationship *

CONTACT'S ADDRESS

☐ Same Address as Individual

Country: * United States Address 1 *

Address 2 Address 3

City State

Postal County

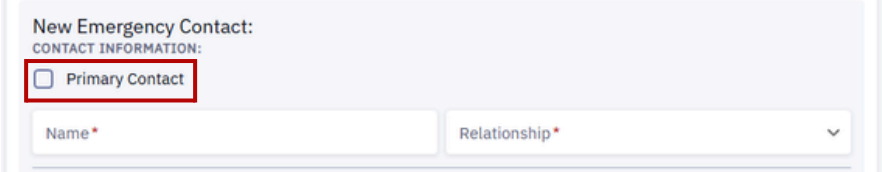
CONTACT'S PHONE:

Country Code Phone * Extension

OTHER PHONE:

Add Phone Number

6. Designate New Contact as Primary Contact
- o Can have multiple based on relevant connection to Student



New Emergency Contact:
CONTACT INFORMATION:

☐ Primary Contact

Name * Relationship *

6. Select '**Save**'.



Cancel Save

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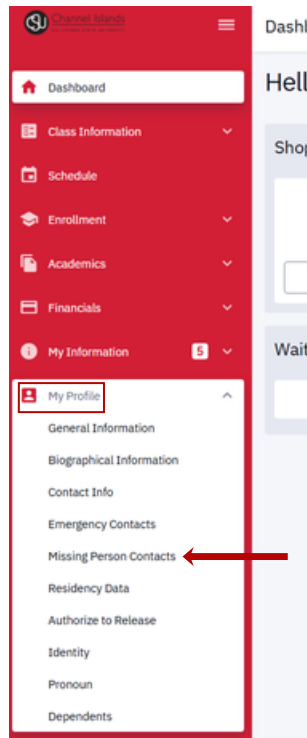
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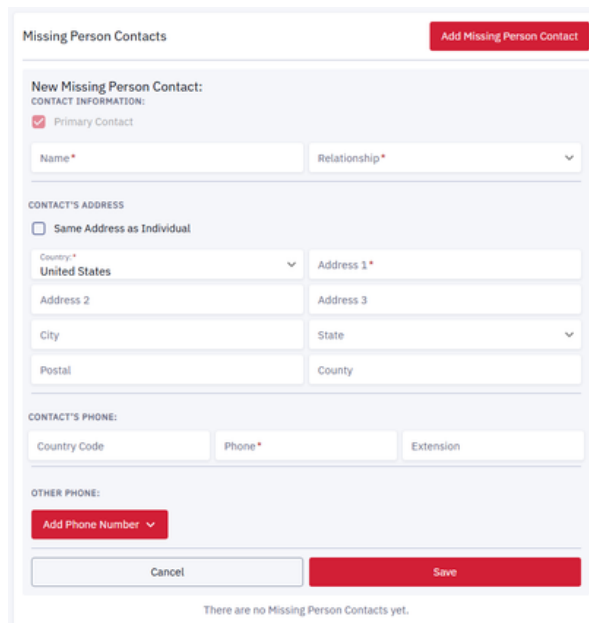
Update Your Emergency Contacts - Missing Person Contact

From the left-hand menu, go to the **'My Profile'** section and click on **'Missing Person Contacts'** (from Step 3 above).



Fill in information regarding the Missing Person's:

- Name
- Relationship to Student
- Place of Residency
- Phone Number



The screenshot shows the 'Missing Person Contacts' form. At the top right is a red button labeled 'Add Missing Person Contact'. Below this is a section titled 'New Missing Person Contact:' with a sub-header 'CONTACT INFORMATION:'. There is a checkbox for 'Primary Contact' which is checked. Below this are fields for 'Name*' and 'Relationship*'. The next section is 'CONTACT'S ADDRESS' with a checkbox for 'Same Address as Individual'. Below this are fields for 'Country*', 'Address 1*', 'Address 2', 'Address 3', 'City', 'State', 'Postal', and 'County'. The next section is 'CONTACT'S PHONE:' with fields for 'Country Code', 'Phone*', and 'Extension'. Below this is a section for 'OTHER PHONE:' with a red button 'Add Phone Number'. At the bottom are 'Cancel' and 'Save' buttons. A message at the very bottom states 'There are no Missing Person Contacts yet.'

Select **'Save'**.

