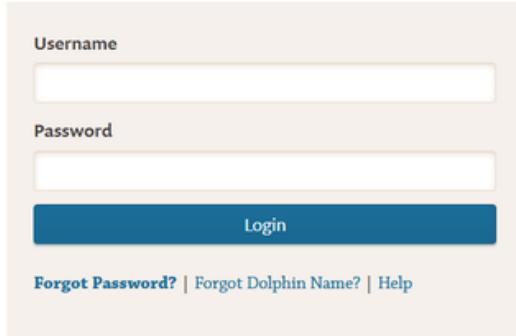


Housing & Residential Education
Main Housing Office
Phone: (805) 437-8400
Email: student.housing@csuci.edu

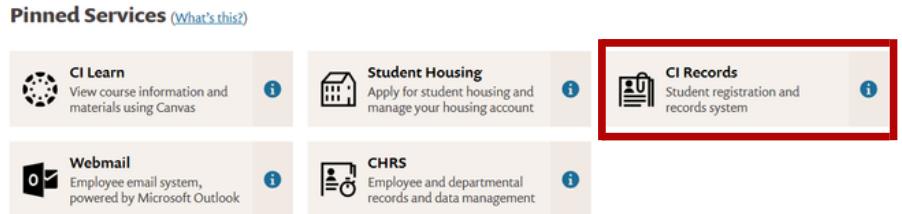
Update Your Emergency Contacts

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



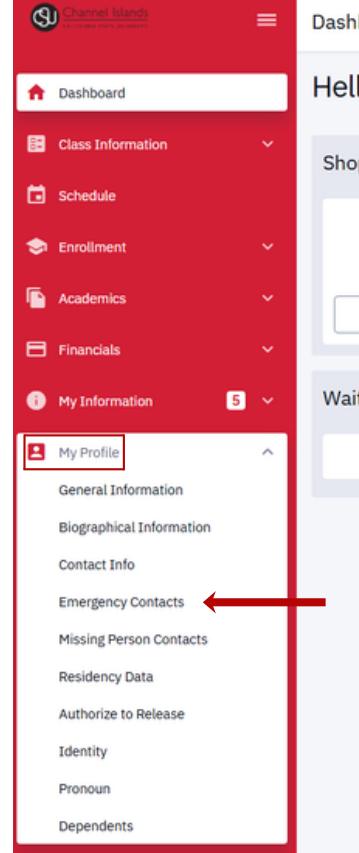
The image shows the login screen for the myCI portal. It features a 'Username' input field, a 'Password' input field, and a large blue 'Login' button. Below the buttons are links for 'Forgot Password?' and 'Forgot Dolphin Name?'.

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



The image shows the 'Pinned Services' section of the myCI portal. It includes tiles for CI Learn, Student Housing, Webmail, CHRS, and CI Records. The 'CI Records' tile is highlighted with a red border.

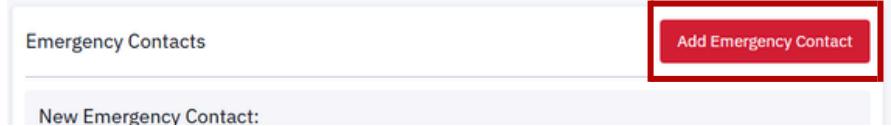
3. From the left-hand menu, go to the '**My Profile**' section and click on '**Emergency Contacts**'.



The image shows the 'My Profile' section of the myCI portal. A red arrow points to the 'Emergency Contacts' link in the list of options.

Housing & Residential Education
Main Housing Office
Phone: (805) 437-8400
Email: student.housing@csuci.edu

4. Select 'Add Emergency Contact'.



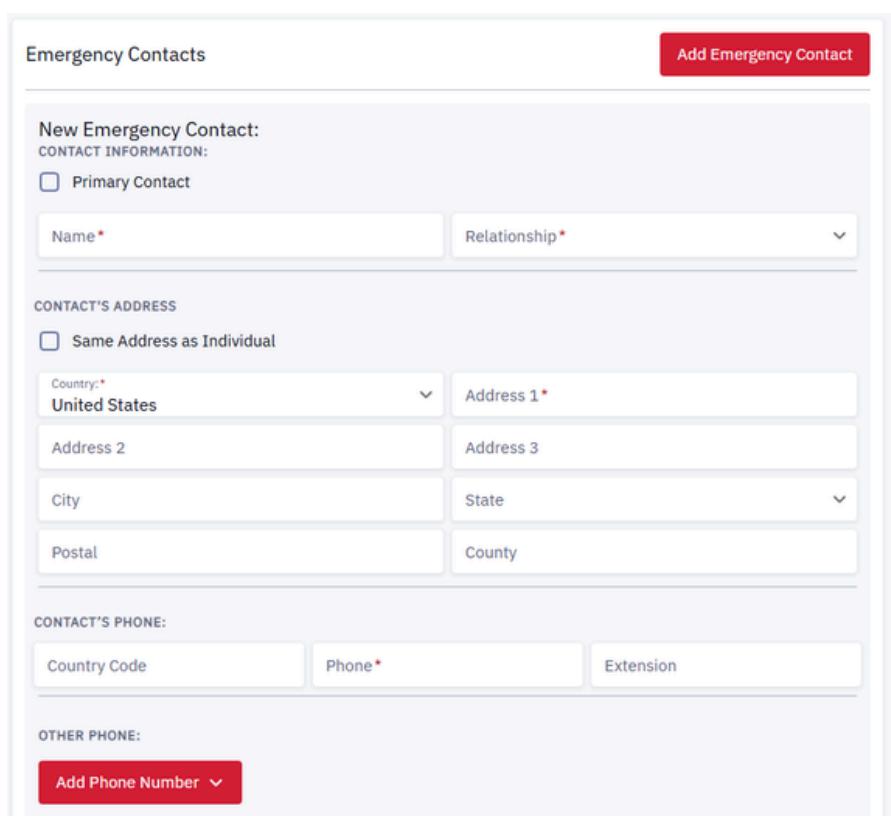
Emergency Contacts

New Emergency Contact:

Add 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

New Emergency Contact:

CONTACT INFORMATION:

Primary Contact

Name *	Relationship *
Address 1 *	Address 2
Address 3	City
State	Postal
County	

CONTACT'S PHONE:

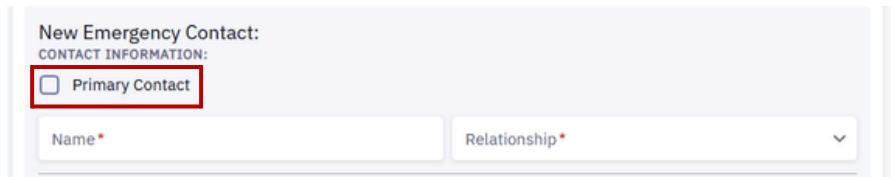
Country Code	Phone *	Extension
--------------	---------	-----------

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'.

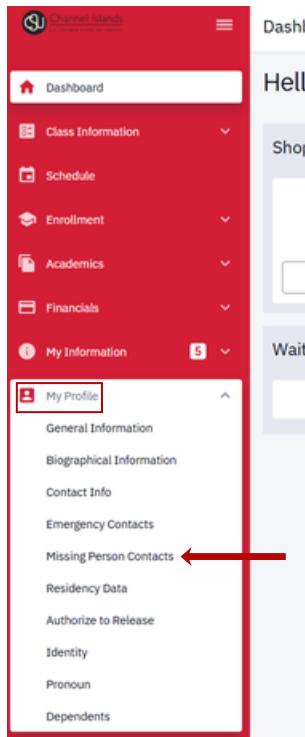


Cancel → Save

Housing & Residential Education
Main Housing Office
Phone: (805) 437-8400
Email: student.housing@csuci.edu

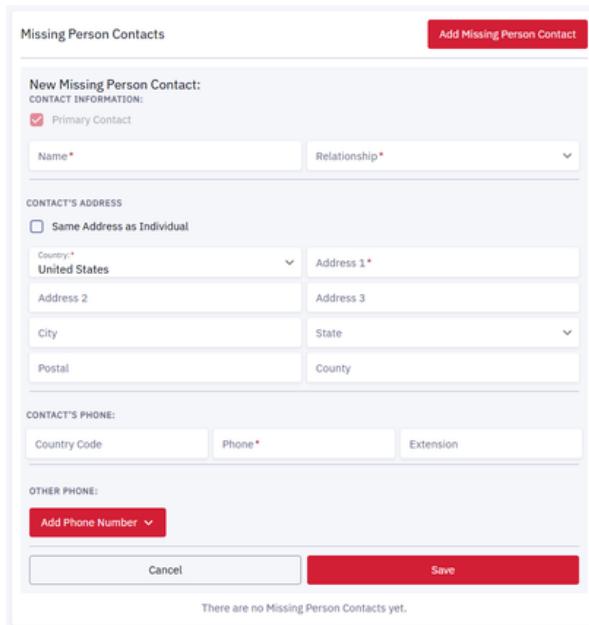
Update Your Emergency Contacts - Missing Person Contact

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



Missing Person Contacts Add Missing Person Contact

New Missing Person Contact: CONTACT INFORMATION:

Primary Contact

Name* Relationship*

CONTACT'S ADDRESS

Same Address as Individual

Country*: Address 1*:

Address 2 Address 3

City State

Postal County

CONTACT'S PHONE:

Country Code Phone* Extension

OTHER PHONE:

Add Phone Number

There are no Missing Person Contacts yet.

Select **'Save'**.



Cancel