

Login to the BroncoWeb and click on Campus Personal Information.

Main Menu > Self Service

Self Service
Navigate to your self service information and activities.

Student Center Use the student center to check your admissions status, accept financial aid, register for classes, make a payment, view your to-do items, and more.	Campus Personal Information Maintain your personal information and review holds and to dos pending to your record. Addresses Names Phone Numbers 5 More...	Payroll and Compensation Review your pay and compensation history. Update your direct deposit and other deduction or contribution information. View Paycheck View YTD Balances Self Service W2 2 More...
Time Reporting Report and review your time, schedules, request absences and more. Report Time	Manager Self Service Navigate to self service information and activities for people reporting to you. Leave Balances-All Direct Rpts Leave Balances-One Employee Employee Leave Balances Time Management	Benefits Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information. Benefits Information Dependents and Beneficiaries Benefits Summary Insurance Summary
View My Advisees Access your advisee roster and view details including academic information, class schedules, degree progress and grades.	Grade Class by Proxy Grade Class by Proxy	Opt-In Emergency Alert Set your alert options for the Emergency Notification System. Alert Options

Click on the Emergency Contacts link.

Main Menu > Self Service > Campus Personal Information

Campus Personal Information
Maintain your personal information and review holds and to dos pending to your record.

Addresses View and update your addresses.	Names View and update your names.	Phone Numbers View and update your phone numbers.
Email Addresses Email Addresses.	Emergency Contacts View and update your emergency contacts.	FERPA Restrictions Place restrictions to prevent the release of your personal information.
Holds View holds placed on your record for specific services. See how to resolve them.	To Do List View pending to do items on you record. See how to complete them.	

Click on the Add an Emergency Contact button.

Personal Information			Security		
addresses	names	phone numbers	email addresses	emergency contacts	

Emergency Contacts

Below is a list of your emergency contacts. To edit the information for a contact, click the Edit button. To add a contact, click the Add an Emergency Contact button.

Primary Contact	Contact Name	Relationship	Phone	Extension		
<input checked="" type="checkbox"/>	Buster Bronco	Spouse	555-5555		edit	delete

[ADD AN EMERGENCY CONTACT](#) ←

[SAVE](#)

[Personal Information](#) [Security](#)

[Addresses](#) [Names](#) [Phone Numbers](#) [Email Addresses](#) [Emergency Contacts](#)

go to ...

Enter your emergency contact information. All fields with an asterisk are required.

Emergency Contacts

Emergency Contact Detail

*Contact Name

*Relationship ↓

Contact's Address

Same Address as Individual

Country

Address
1910 University Drive
Boise, ID
USA

[Edit Address](#) ←

Contact's Phone

Same Phone as Individual

Phone

Extension

Other Telephone Numbers

*Phone Type	Phone Number	Extension	
Mobile ↓	555-5555		delete

[ADD A PHONE NUMBER](#) ←

[SAVE](#) ←

[Return to Emergency Contacts Summary](#)

* Required Field

If you have additional contact numbers click on the "Add a Phone Number" button and enter all additional phone numbers. After you have completed entering your emergency contact information click the "Save button."