- 1. Log into CUNYfirst at https://home.cunyfirst.cuny.edu and select Student Center
- 2. In the Personal Information section (towards the bottom), click Emergency Contact

Personal Information		
Emergency Contact	Contact Information	
Names	<u>Home Address</u> 300 Jay Street Brooklyn, NY 11201-1909	<u>Mailing Address</u> 300 Jay Street Brooklyn, NY 11201-1909

3. Select ADD AN EMERGENCY CONTACT

NEW YORK CITY COLLEGE OF TECHNOLOGY

4. Provide Contact Name and Relationship

Emergency Contact Detail					
Contact Name	John Doe				
*Relationship	Sibling	<b>~</b>			

- 5. Provide Contact's Address and/or Phone Number
- 6. Press SAVE
- 7. You will receive confirmation that it was successful
- 8. To change Emergency Contact, click on Edit

Primary Contact	Contact Name	Relationship	Phone	Extension	Country	
<b>&gt;</b>	John Doe	Sibling	718/123-4567			edit

9. Enter new Emergency Contact information and Press **SAVE**