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**

3. Select **ADD AN EMERGENCY CONTACT**

4. Provide Contact Name and Relationship

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	
☑	John Doe	Sibling	718/123-4567			edit

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