Should you require assistance using these instructions or employee self-service in general, please contact HR@moravian.edu

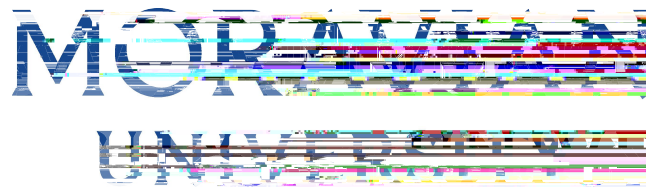## 3. Click on "Emergency Contacts" under the personal information tab

4. Click on "Change" (you can instead choose "delete" to remove the contact)

Should you require assistance using these instructions or employee self-service in general, please contact HR@moravian.edu or call 610-861-1527.

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7. You are now able to see your updated emergency contact

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