

## Information Technology

Emergencies are inevitable. From *manmade mayhem* to *natural disasters*, they can pop up anywhere, anytime. Would you know what to do if we had *an emergency on campus*?

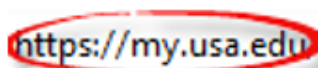
Just follow these steps to *log onto MyUSA* and *verify or update your emergency contact information*. And when there's an emergency on campus, we'll send critical information and instructions directly to your phone via *text message, voice calls* and *email*.

Don't worry, we won't use your info for purposes other than notifying you of *true emergencies* and specific instances where access to USA resources are impacted.



## Update Your Emergency Contact Information in MyUSA

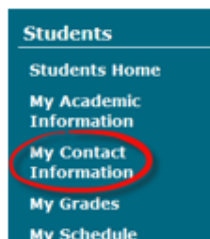
1. Log onto **MyUSA**.



2. Click on **Students**.



3. Click **My Contact Information**.



4. Click **Contact Information Update**.

Click the link below to open the form and update your contact information.



5. Double check that your name is displaying at the top right of the page; if not, log onto MyUSA again. **You will not be able to submit the form without being logged in.**



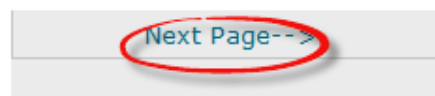
6. Click **Next Page**.

Click the link below to open the form and update your contact information.

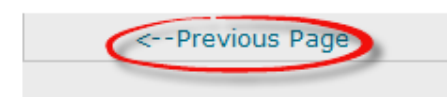


7. **Verify and/or update** all information in the fields on the page.

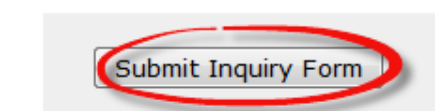
8. Click **Next Page**.



9. Review all information; if you need to change anything, go to **Previous Page**.



10. If all fields are accurate, click **Submit Inquiry Form**.



Need help? We're here.

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x7000

E: TechHelp@usa.edu