

How to Update Your Emergency Contact Information in SAGE

Log into SAGE from the Willamette Student Portal. Once you're in SAGE, click on the left side bar and select the three bars in the top left corner. Click on "User Options" in the left-hand navigation bar (last option), then "Emergency Information."

The screenshot shows the SAGE Self-Service portal. On the left is a dark navigation sidebar with a hamburger menu icon (1) at the top. Below it are menu items: Home, Financial Information, Academics, Daily Work, User Options (2), User Profile, Emergency Information (3), and Required Agreements. The main content area has a header with the Willamette University logo and 'TEST' text, and a user profile 'khkong' with 'Sign out' and 'Help' links. Below the header is a 'Hello, Welcome to Self-Service!' message and a 'Notifications' table with one entry: 'Advisor Permission' with details 'Please contact your academic advisor for permission to register.' Below the notifications are several service tiles: Financial Aid, Banking Information, SAGE for Students, Course Catalog, Grades, Graduation Overview, and Academic Attendance.

Select the pencil icon on the bottom left to update your emergency contact. If there is no emergency contact already, select the "Add New Contact" button.

The screenshot shows the 'Emergency Information' page. At the top, there is a 'Not Confirmed' warning banner with a yellow triangle icon and the text 'I confirm that this information is accurate and current as of today.' Below this is the 'Emergency Contacts' section, which includes an '+ Add New Contact' button. A contact entry for 'DARTH VADER FATHER' is displayed with the following details: Daytime Phone (503-821-8980), Evening Phone, Other Phone, Full Address (900 State St. Salem, OR 97301), Effective Date (4/3/2017), Emergency Contact (checked), and Missing Person (checked). At the bottom left of the contact entry, there is a pencil icon (3) for editing and a close icon. The footer contains the copyright notice: '© 2000-2022 Ellucian Company L.P. and its affiliates. All rights reserved. Privacy'.

Enter the information of your emergency contact. Make sure to designate either that person or another person as a missing person contact. After you have filled in this information, click “Update Contact.”

The screenshot shows the 'Emergency Contact Information' form for 'DARTH VADER FATHER'. The form includes fields for Daytime Phone, Evening Phone, Other Phone, Full Address, and Effective Date. Below these fields are two checkboxes: 'Emergency Contact' and 'Missing Person Contact', both of which are checked. A red circle highlights the 'Update Contact' button at the bottom right of the form. A red number '1' is placed above the Effective Date field, and a red number '2' is placed above the 'Update Contact' button. A 'Confirm' button is visible in the top right corner of the page.

Daytime Phone	503-821-8980
Evening Phone	
Other Phone	
Full Address	900 State St, Salem, OR 97301
Effective Date	4/3/2017
Emergency Contact	<input checked="" type="checkbox"/>
Missing Person Contact	<input checked="" type="checkbox"/>

Lastly, select the confirm button in the top right corner.

The screenshot shows the 'Emergency Contact Information' page for 'DARTH VADER FATHER'. The form is filled out with the same information as in the previous screenshot. A red circle highlights the 'Confirm' button in the top right corner of the page. A large grey arrow points upwards towards the 'Confirm' button.

Daytime Phone	503-821-8980
Evening Phone	
Other Phone	
Full Address	900 State St, Salem, OR 97301
Effective Date	4/3/2017
Emergency Contact	<input checked="" type="checkbox"/>
Missing Person Contact	<input checked="" type="checkbox"/>