☰ 🛡 **DEPAUL UNIVERSITY**

🏠 ⭐ 🚩 🔔 HM ⌄

DePaul Self Help

Good afternoon, Hari Amogh Murugan!

Me　　Procurement　　Tools　　Others

QUICK ACTIONS

APPS

Personal Info - Add a Coworker as an Emergency Contact

👤 Personal Details

☁ Document Records

🗂 Directory

🧑‍🤝‍🧑 Onboarding

✅ Checklist Tasks

📇 Identification Info

✉ Contact Info

🏛 Pay

🕐 Time and Absences

👥 Career and Performance

👥 Family and Emergency Contacts

📋 1

🗂 My Organization Chart

powered by **whatfix**

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DePaul Self Help

Good afternoon, Hari Amogh Murugan!

1/10
Click **'Me'**

Me   Procurement   Tools   Others

QUICK ACTIONS

- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart

APPS

| Directory | Onboarding | Checklist Tasks |
| Pay | Time and Absences | Career and Performance |

QUICK ACTIONS

APPS

Personal Details

Document Records

Identification Info

Contact Info

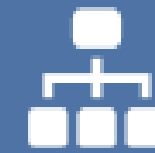Family and Emergency Contacts

My Organization Chart

My Public Info

Change Photo

Employment Info

Directory

Onboarding

Checklist Tasks

Pay

Time and Absences

Career and Performance

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Click **'Personal Information'**

Personal Information

Learning

Benefits

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HM

Hari Amogh Murugan

Personal Details

Details about yourself, such as name, date of birth, marital status, and national identifier.

Document Records

Manage your document records and associated attachments, such as birth and marriage certificates, awards, and recognition.

Identification Info

View and edit your passport, driver license, visa, and citizenship info.

Contact Info

Add or update ways you can be reached, such as phone, email, and address.

Family and Emergency Contacts

Add family and friends to contact in case of emergency.

Employment Info

Details about your assignment, such as legal employer, business unit, department, and location.

My Compensation

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Family and Emergency Contacts
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My Contacts

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Click 'Add'

+ Add ⌄

There's nothing here so far.

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Family and Emergency Contacts
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My Contacts

Click **'Select a Coworker as a Contact'**

There's nothing here so far.

Select a Coworker as a Contact

Create a New Contact

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Select a Coworker as a Contact

Submit

Cancel

Search Coworker

6/10

Select **'Start Date'**

*What's the start date of this relationship?

10/13/2020

*Search for a coworker to add as a contact

Select a value

*Relationship

Select a value

☐ This person is an emergency contact

Dependent Verified?

Comments

BlueSky Help

Select a Coworker as a Contact

Cancel

Search Coworker

*What's the start date of this relationship?

10/13/2020

Select the '**Coworker you want to add as a contact**'

*Search for a coworker to add as a contact

Select a value

*Relationship

Select a value

☐ This person is an emergency contact

Dependent Verified?

Comments

Attachments

BlueSky Help

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ES

Select a Coworker as a Contact

Submit

Cancel

Search Coworker

*What's the start date of this relationship?

10/14/2020

*Search for a coworker to add as a contact

Select a value

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Select **'Relationship'**

*Relationship

Select a value

☐ This person is an emergency contact

Dependent Verified?

Comments

BlueSky Help

Search Coworker

*What's the start date of this relationship?

10/14/2020

*Search for a coworker to add as a contact

Select a value

*Relationship

Click the checkbox of **'This person is an emergency contact'**

☐ This person is an emergency contact

Dependent Verified?

Comments

Attachments

BlueSky Help

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Select a Coworker as a Contact

Submit   **Cancel**

Click **'Submit'** to save changes and **'Cancel'** to discard changes.

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Search Coworker

***What's the start date of this relationship?**

| 9/23/2020 | 📅 |

***Search for a coworker to add as a contact**

Select a value ⌄

***Relationship**

Select a value ⌄

☐ This person is an emergency contact

Dependent Verified?

Comments

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Select a Coworker as a Contact

Submit   Cancel

DePaul Self Help

Search Coworker

*What's

9/23/2 📅

*Search

Select ⌄

*Relatio

Select ⌄

☐ This person is an emergency contact

Dependent Verified?

Comments

Congratulations! You have successfully completed the walkthrough

on adding a coworker as an emergency contact.

If you want to view the walkthrough again, click **'Self-Help'** and

'Add a Coworker as an Emergency Contact'