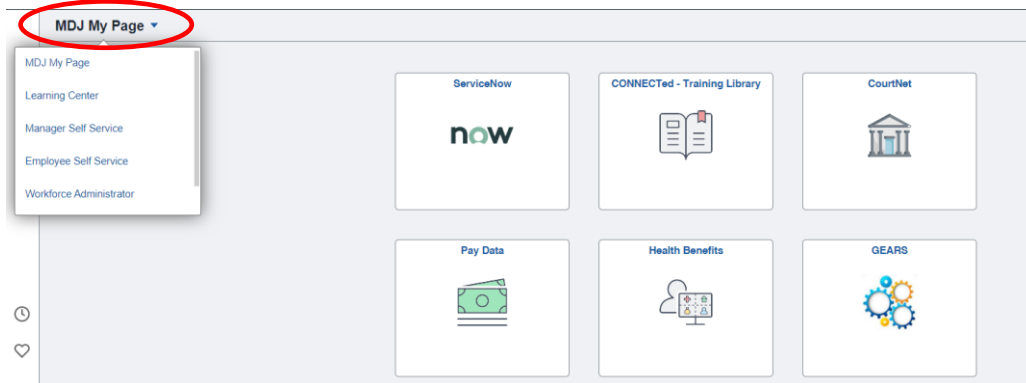




**Maryland Judiciary
Department of Human Resources**

Updating or Verifying Emergency Contacts for Regular Employees

- 1) Once logged into Connect, the 'My Page' homepage will be displayed for most. If this is not your home page, proceed to Employee Self Service page and proceed with step 3.



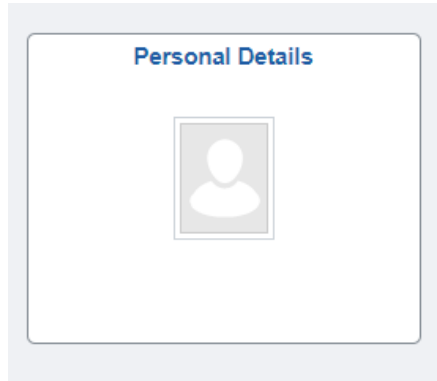
- 2) Click on the 'My Page' drop down and select 'Employee Self Service.'





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3) Click on the 'Personal Details' tile.



4) The Personal Details page will be displayed. Click on 'Emergency Contacts' from the left panel.
a. To add a new emergency contact, click the plus (+) sign and see **step 5**.
b. To update a current contact, see **step 6**.

Employee Self Service Personal Details

- Addresses
- Contact Details
- Name
- Ethnic Groups
- Emergency Contacts**
- Additional Information
- Veteran Status

Emergency Contacts

Contact Name	Relationship	Preferred
	Parent	>
	Spouse	✓ >



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- 5) Add New Contact: The Emergency Contact box will appear.
 - a. Enter the Contact Name, Relationship, (i.e. Sibling). If they are the first person to be contacted, place a check mark in the Preferred box.
 - b. Select 'Add Address' to enter an address (**optional**).
 - c. If the contact's address or phone number is the same as your own, place a check mark in the box 'Same as Mine,' and it will auto-populate the information with your address or phone number.
 - i. Select the 'Address Type.'
 - ii. Enter the street address under Address 1 and if needed, enter Apartment number or special information under Address 2 and Address 3.
 - iii. Enter City, State and Zip Code, then select 'Done' and proceed to add the phone number.
 - d. Select 'Add Phone Number.' Select the phone type (i.e. mobile), enter the phone number and extension if necessary, and select 'Done' then '**Save.**'
 - e. **Note:** You must enter a phone number to save the contact. We recommend going back into the Emergency Contacts to ensure that all information is saved.

Entering Name

The screenshot shows the 'Emergency Contact' form. At the top, there are 'Cancel' and 'Save' buttons. The 'Save' button is circled in red. Below the buttons, there are two main sections: 'Address' and 'Phone Numbers'. In the 'Address' section, there are fields for '*Contact Name' and '*Relationship' (a dropdown menu), and a 'Preferred' checkbox. Below these is an 'Add Address' button, which is circled in red. In the 'Phone Numbers' section, there is a message 'No data exists. At least one phone number is required.' and an 'Add Phone Number' button, which is also circled in red.

Entering Phone Number

The screenshot shows the 'Phone Number' form. At the top, there are 'Cancel' and 'Done' buttons. The 'Done' button is circled in red. Below the buttons, there is a 'Same as mine' checkbox. Below that is a dropdown menu for '^Type'. At the bottom, there are two input fields: '*Number' and 'Extension'.

Entering Address

The screenshot shows the 'Address' form. At the top, there are 'Cancel' and 'Done' buttons. The 'Done' button is circled in red. Below the buttons, there is a 'Same as mine' checkbox, which is also circled in red. Below that is a 'Lookup Address' section with a search bar containing 'United States' and a magnifying glass icon. At the bottom, there are three input fields labeled 'Address 1', 'Address 2', and 'Address 3'.



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6) Update Current Contact:

- a. Select the arrow beside the contact's name.

Emergency Contacts

Contact Name	Relationship	Preferred
	Parent	>
	Spouse	✓ >

- b. Emergency contact information for this person will be displayed.
- c. Select the arrow beside the information that you would like to change or select the plus (+) sign to add new information.

7) Once the arrow for address or phone number is selected a box will appear

a. For Phone Number

- i. Select the 'Address Type.'
- ii. Enter the street address under Address 1 and if needed, enter Apartment number or special information under Address 2 and Address 3.
- iii. Enter City, State and Zip Code.
- iv. If deleting information, select the 'Delete' button.
- v. Select 'Done and 'Save'



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- 8) Upon making any changes, **click 'Save.'** We recommend that you re-enter the Emergency Contact area to ensure that all information is saved.

A screenshot of a web form titled "Emergency Contact". The form has a header bar with "Cancel" on the left and "Save" on the right. The "Save" button is circled in red. Below the header, there are three fields: "*Contact Name" with a text input box, "*Relationship" with a dropdown menu showing "Sibling", and "Preferred" with an unchecked checkbox. At the bottom, the word "Address" is visible, followed by a horizontal line.

For assistance, please contact the CONNECT Help Desk at (410) 260-6550.