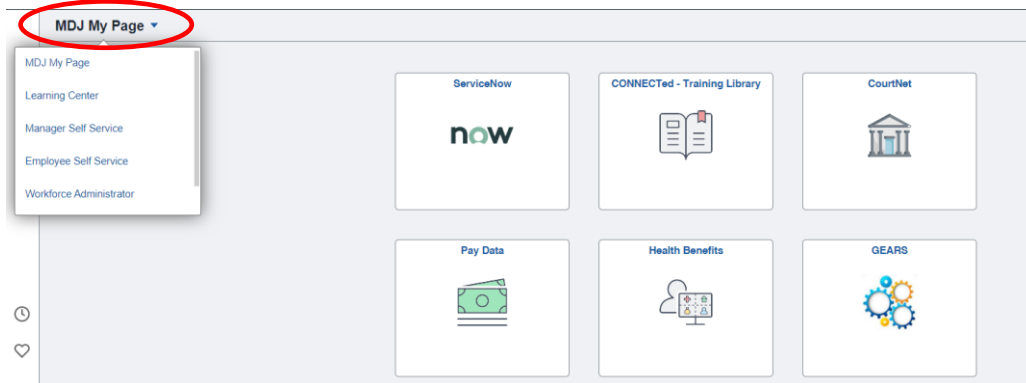**Maryland Judiciary**
Department of Human Resources
Updating or Verifying Emergency Contacts for Regular Employees

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.
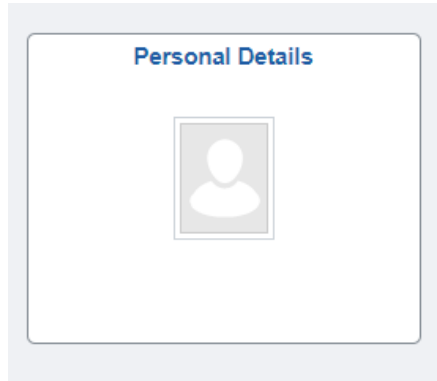

2) Click on the 'My Page' drop down and select 'Employee Self Service.'

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.**

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

Entering Phone Number

Entering Address

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'

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

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