



Employee Self-Service – Emergency Contacts

Within HR Direct, you can update your emergency contacts information. Follow the steps below to add/update emergency contact information.

Add Emergency Contact Information

Step 1 - Navigate to [UMass Boston HR Direct](#).

Step 2 - Select the "Log in to HR Direct Button".



One-Stop Shop for Personal Information

Access your paycheck, tax forms, time entry and more.

Login to HR Direct

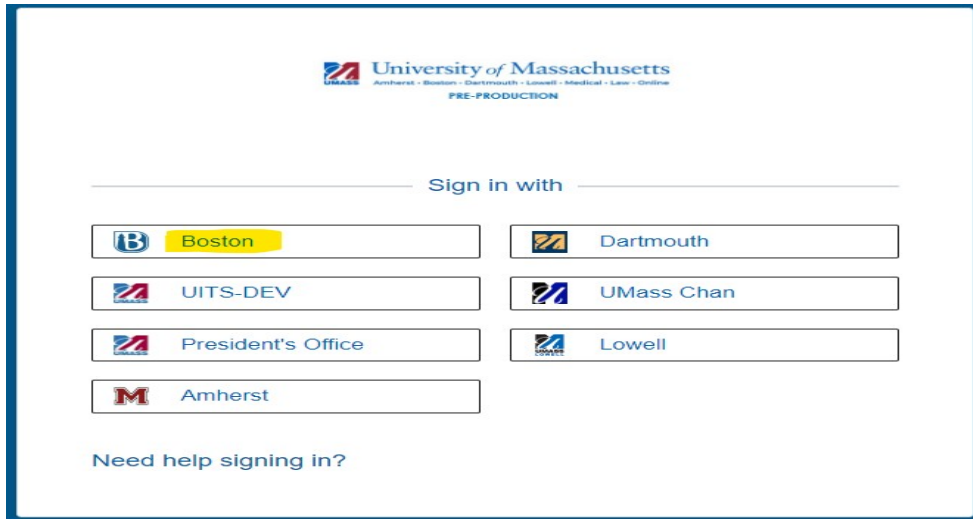
Login & Password Requirements



Step 3 - Enter your user id and password.

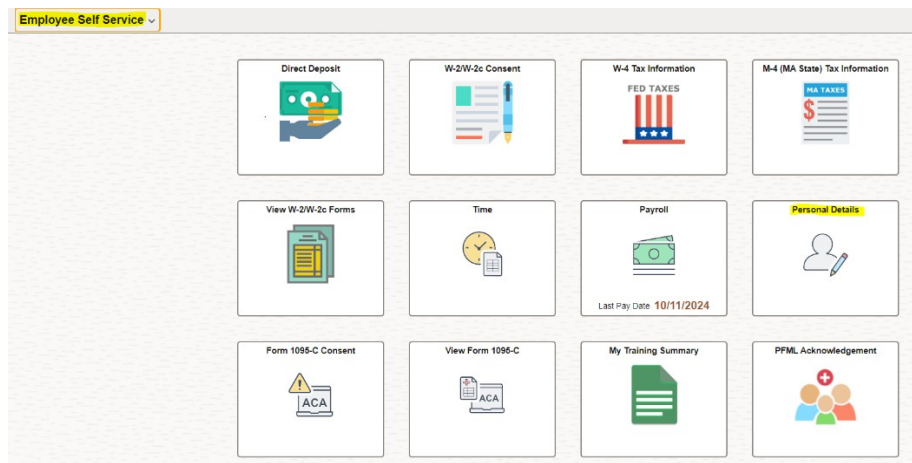


Step 4 - When prompted to sign in to a campus, select "**Boston**".



Step 5 - If you do not see the Employee Self-Service Screen, navigate to it using the drop-down menu in the upper left corner.

Step 6 - Select the "**Personal Details**" tile. If you see two tiles labelled "**Personal Details**," they both will bring you to the same place.





Step 7 - Within the “Personal Details” screen, select the “Emergency Contacts” tile.

Personal Details

Addresses Updated 03/21/2023	Contact Details Updated 12/27/2024	Emergency Contacts 3 Contacts	Name Updated 01/27/2023	Sex/Gender Identity/Pronouns Updated 11/16/2024	Ethnic Groups 1 Ethnic Group
Disability Not Submitted	Veteran Status Updated 11/21/2024	Additional Information 			

Step 8 - To add a new emergency contact, click the plus sign “+.” If you do not have an emergency contact listed yet, click the “Add Emergency Contact” box.

Emergency Contacts

Emergency Contact Details

Contact Name	Relationship	Preferred Contact
>		



Step 9 - In the “**Emergency Contact**” pop-up box, enter your contact’s name and their relationship to you. If this person should be a preferred contact, click the “**Preferred Contact**” check box. Under “**Address**” hit the “**Add Address**” box.

Emergency Contact

*Contact Name

*Relationship

Preferred Contact

Address

No data exists.

Phone Numbers

No data exists. At least one phone number is required.



Step 10 - If the emergency contact's address is the same as yours, check the "Same as mine" box and hit "Done." If their address is different from yours, enter the "Country," "Address 1", "Address 2" (if applicable), "City", "State", and "Postal" code. Hit the "Done" box.

The screenshot shows an "Address" form with a "Cancel" button on the left and a "Done" button on the right. At the top, there is a checkbox labeled "Same as mine". Below this, the form contains several input fields: "*Country" (with "United States" entered and a search icon), "Address 1", "Address 2", "Address 3", "City", "State" (with a search icon), "Postal", and "County".

Step 11 - To add the phone number of the emergency contact, under "Phone Numbers" hit the "Add Phone Number" box.

The screenshot shows an "Emergency Contact" form with a "Cancel" button on the left and a "Save" button on the right. A note at the top right states "* Indicates required field". The form includes: "*Contact Name" (with "John Smith" entered), "*Relationship" (with "Friend" selected in a dropdown), and "Preferred Contact" (checkbox). Below this is an "Address" section with a text box containing "100 Smith Rd" and a right-pointing arrow. At the bottom is a "Phone Numbers" section with the text "No data exists. At least one phone number is required." and a blue "Add Phone Number" button.



Step 12 - In the phone number pop-up box, if the emergency contact's phone number is the same as yours, click the "**Same phone as mine**" check box and hit "**Done.**" If the phone number of the emergency contact is different than yours, select the phone number "**Type**" from the drop-down list, enter the "**Number,**" and the "**Extension.**" Hit "**Done.**" (if applicable).

Phone Number

Same phone as mine

*Type

*Number

Extension

Step 13 - If you are done adding the address and phone number of your new emergency contact, hit "**Save.**"

Emergency Contact

** Indicates required field*

*Contact Name

*Relationship

Preferred Contact

Address

>

Phone Numbers

Phone	Extension	Type
999999999		Mobile

>



Changing Existing Emergency Contacts

Step 1 - To change an existing emergency contact, click the caret to the right of the name within the “**Emergency Contacts**” screen.

The screenshot shows the 'Emergency Contacts' screen. At the top, there is a navigation bar with a back arrow and 'Personal Details' on the left, and 'Emergency Contacts' on the right. Below this is a header for 'Emergency Contact Details' with a plus sign icon. The main content is a table with three columns: 'Contact Name', 'Relationship', and 'Preferred Contact'. The first row shows a contact with the relationship 'Spouse' and a checked 'Preferred Contact' box. The second row shows a contact with the relationship 'Adult Child' and a yellow arrow icon in the 'Preferred Contact' column.

Contact Name	Relationship	Preferred Contact
	Spouse	<input checked="" type="checkbox"/> >
	Adult Child	<input type="checkbox"/> >

Step 2 - Check the “**Preferred Contact**” box if you would like to make this person a preferred contact. To change the address, click the card at the right of the address.

The screenshot shows the 'Emergency Contact' form. At the top, there are 'Cancel' and 'Save' buttons. The form contains several fields: '*Contact Name' (text input), '*Relationship' (dropdown menu), 'Preferred Contact' (checkbox), 'Address' (text input with a right arrow), and 'Phone Numbers' (table with columns for Phone, Extension, and Type). The 'Phone Numbers' table has one row with 'Mobile' in the 'Type' column and a right arrow. At the bottom, there is a 'Delete' button.

* Indicates required field

*Contact Name

*Relationship

Preferred Contact

Address

Phone Numbers

Phone	Extension	Type
		Mobile >

Delete



Step 3 - In the “Address” pop-up box, enter the “Country,” “Address 1, Address 2 (if applicable),” “City”, “State”, and “Postal Code”. Hit “Done.”

The "Address" pop-up form contains the following fields and controls:

- Cancel** button (top left)
- Done** button (top right)
- Same as mine** checkbox (unchecked)
- *Country** dropdown menu (selected: United States)
- Address 1** text input field
- Address 2** text input field
- Address 3** text input field
- City** text input field
- State** dropdown menu (selected: Massachusetts)
- Postal** text input field
- County** text input field
- Delete** button (bottom center)

Step 4 - To change the phone number of the emergency contact, click the caret to the right.

The "Emergency Contact" pop-up form contains the following fields and controls:

- Cancel** button (top left)
- Save** button (top right)
- *Contact Name** text input field (value: John Smith)
- *Relationship** dropdown menu (value: Friend)
- Preferred Contact** checkbox (checked)
- Address** section with a text input field and a right-pointing caret (>)
- Phone Numbers** section with a plus sign (+) button and a table:

Phone	Extension	Type
		Mobile >
		Home >

- Delete** button (bottom center)



Step 5 - In the phone number pop-up box, if the emergency contact's phone number is the same as yours, click the "**Same phone as mine**" check box and hit "**Done.**" If the phone number of the emergency contact is different than yours, select the phone number "**Type**" from the drop down list, enter the "**Number,**" and the "**Extension.**" Hit "**Done.**" (if applicable).

Cancel**Phone Number**Done

Same phone as mine

*Type Mobile ▼

*Number |

Extension

Delete



Step 6 - If you are done editing the address and phone number of your existing emergency contact, hit “**Save.**”

[Cancel](#) **Emergency Contact** [Save](#)

** Indicates required field*

*Contact Name

*Relationship

Preferred Contact

Address

Phone Numbers

+

Phone	Extension	Type