

Confirming Your Emergency Contact(s)

one.bellarmine.edu

1. On your Student Dashboard page, click the Self-Service button to go to the Self-Service main menu page.
2. Click your username, then select Emergency Information.
3. Review all existing information.
 - a. If you need to add a new contact, click “Add New Contact.”
 - b. If you need to edit an existing contact, click on the pencil icon below that specific contact.
 - c. If you need to remove an existing contact, click on the “X” icon below the specific contact.
4. Once you have verified all information is correct, click the Confirm button.

For any questions, please contact the Registrar’s Office directly at registrar@bellarmine.edu.