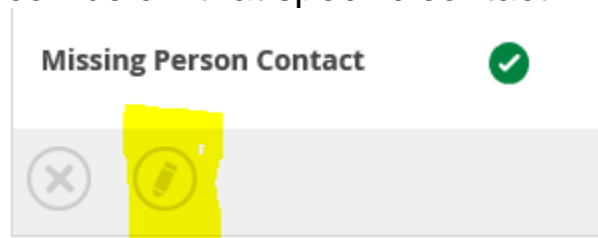


# one.bellarmine.edu

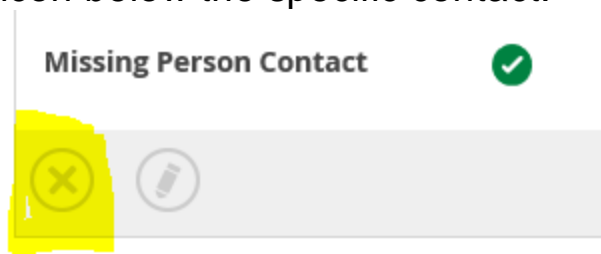
## Confirming Your Emergency Contact(s)

Here are step-by-step instructions for students on how to update your emergency contact information in One Bellarmine:

1. Go to [one.bellarmine.edu](https://one.bellarmine.edu), and click the “**One Login**” button in the upper right hand corner of the page.
2. Log in using your **Bellarmino email address** (ex. jdoe@bellarmine.edu) and password. You will land on your One Bellarmine Student Dashboard page. *(If you are unsure of your login credentials, please contact the Technology Support Center at 502.272.8301).*
3. On the upper left side of your Student Dashboard page, click the Self-Service button to take you to the Self-Service main menu page.
4. In the upper right hand corner of the screen click on your username, then Emergency Information.
5. Review all existing information.
  - a. If you need to add a new contact, click on the “Add New Contact” link.
  - 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:



- d. Once you've verified all information is correct, click the Confirm button.
6. For any questions, please contact the Registrar's Office directly at [registrar@bellarmine.edu](mailto:registrar@bellarmine.edu).