

UBC Graduate and Postdoctoral Studies

Adding your emergency contacts

Important information about emergency contacts

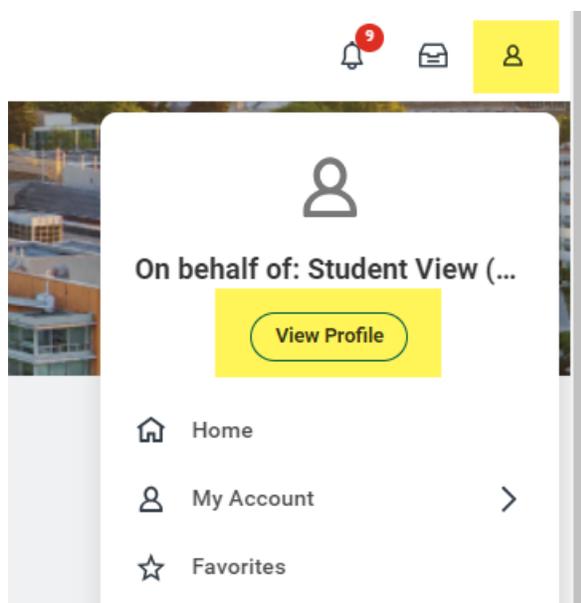
- If you are a new UBC student, you must add your emergency contact information to Workday.
- If you are a current UBC student, your emergency contact information was not transferred automatically from your Student Service Centre account. You must add your emergency contact information to Workday.
- If you are a student who works for UBC, you will need to add and update your emergency contacts in both your student and employee Workday profiles.
- The “Third party user” record on the “Friends and Family” tab is not used for third-party authorization for UBC business processes. Find out how to add a third party authorization.

How to add or change an emergency contact

First, go to your Profile in Workday

1. Log into your Workday account at myworkday.ubc.ca.
2. On the Workday home screen, click your user icon in the top right corner.
3. Click the “View Profile” button in the pop up menu.

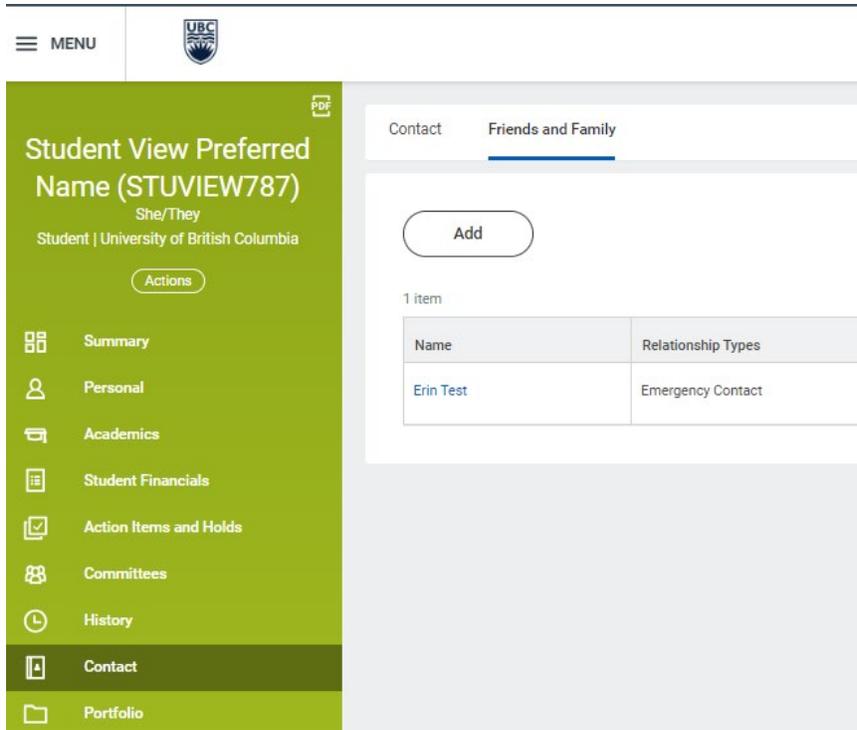
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Next, navigate to your contact information

1. In the Profile, click the "Contact" tab on the left menu.
2. Click the "Friends and Family" tab in the top menu.

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The screenshot shows the UBC Student View Preferred Name (STUVIEW787) interface. The left sidebar contains a menu with options: Summary, Personal, Academics, Student Financials, Action Items and Holds, Committees, History, Contact (highlighted), and Portfolio. The main content area is titled 'Friends and Family' and features an 'Add' button. Below the button, it indicates '1 item' and displays a table with the following data:

Name	Relationship Types
Erin Test	Emergency Contact

Add your emergency contact information

1. Click the "Add" button.
2. In the popup menu, choose 'Emergency Contact' as the "Relationship Type".
Do not select a relationship type other than 'Emergency Contact', as they will not be

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allowed for UBC purposes.

Add My Friends and Family

For Student View Preferred Name (STUIVIEW787)

Relationship Types *

Relationship Emergency Contact

Is Third Party User International Agent

Preferred Languages Legacy

Comments Legal Guardian

Next of Kin

Parent

Proxy

Recommender

Name Contact In

Country *

Prefix

First Name *

Middle Name

Last Name *

Suffix

3. Do not check the "Is Third Party User" box. In Workday, this does not mean third-party authorization and will not be considered as an authorized third party for UBC business.

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Add My Friends and Family

For Student View Preferred Name (STUVIEW787)

Relationship Types * Emergency Contact

Relationship

Is Third Party User

Preferred Languages

Comments

Name Contact Information

Country * Canada

Prefix

First Name *

Middle Name

Last Name *

Suffix

4. Enter the name of your emergency contact in the name fields.
5. Click the "Contact Information" tab next to "Name" and add their contact information in the fields.
6. Click the orange "OK" button to save your emergency contact information in Workday.