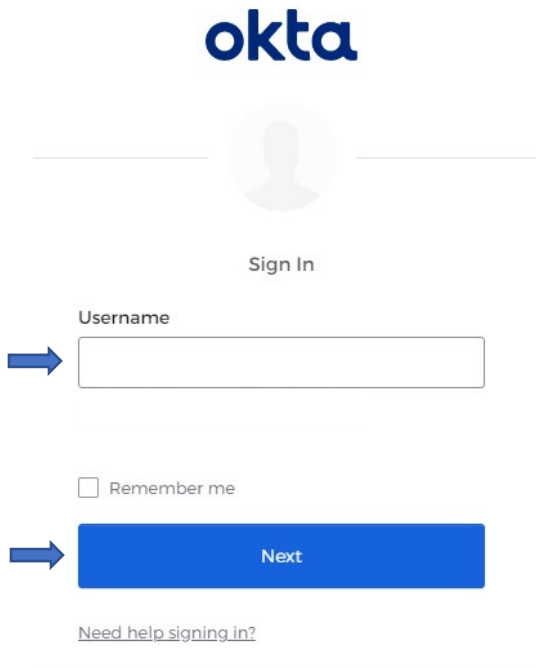# Updating Profile and Emergency Contact Information on Employee Portal

It is extremely important that the information listed on both the employee profile and the emergency contact list are as up to date as possible. Please be sure to review this information annually, at minimum.

Sign into ERP Portal as you typically would. Please refer to the Employee Portal Instructions (stafford.k12.ct.us>Human Resources>Employee Web Portal>ERP First Use Employee Access Instructions) if you have not established your account yet.
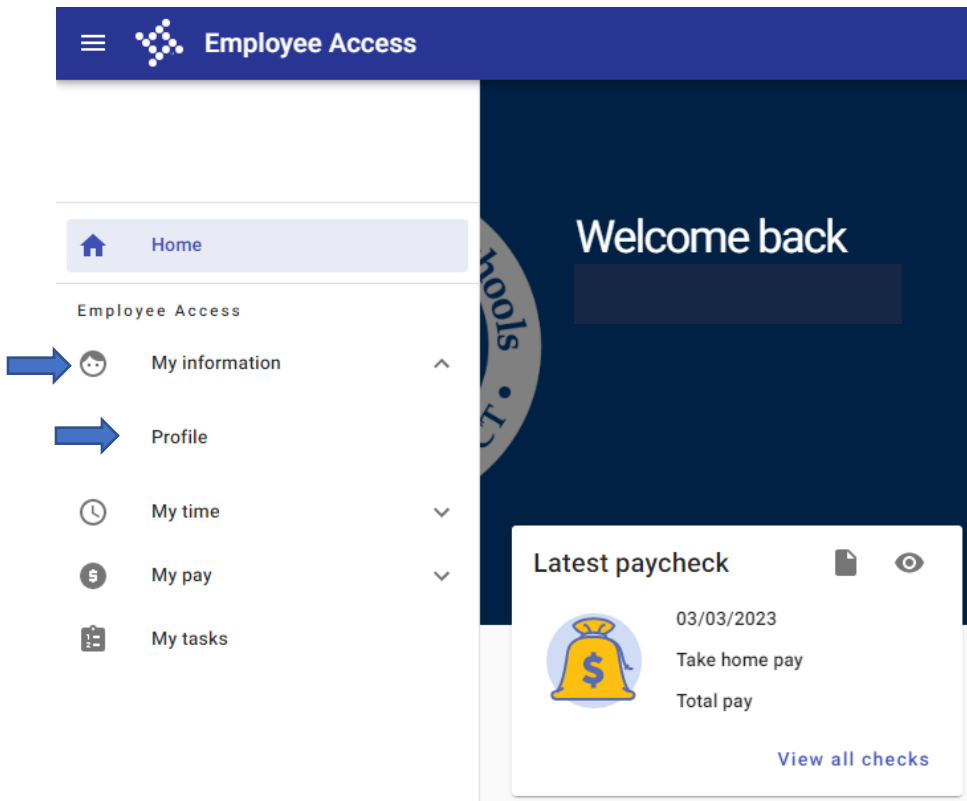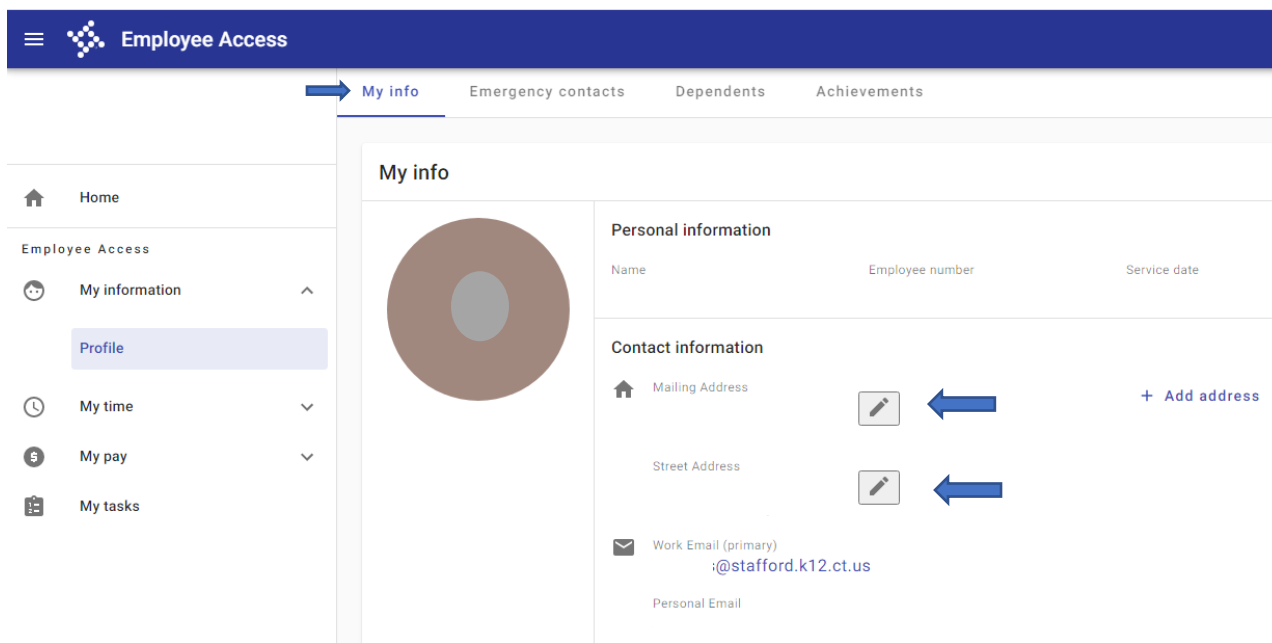

Click on the box containing the words "Employee Access, Employee Access Application".
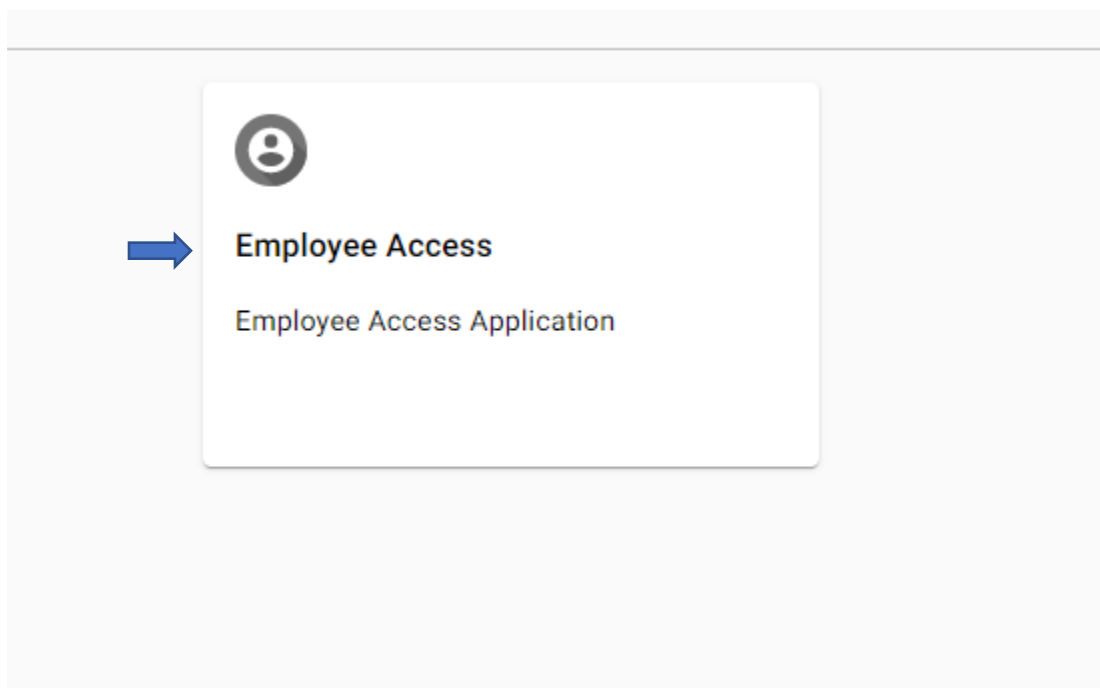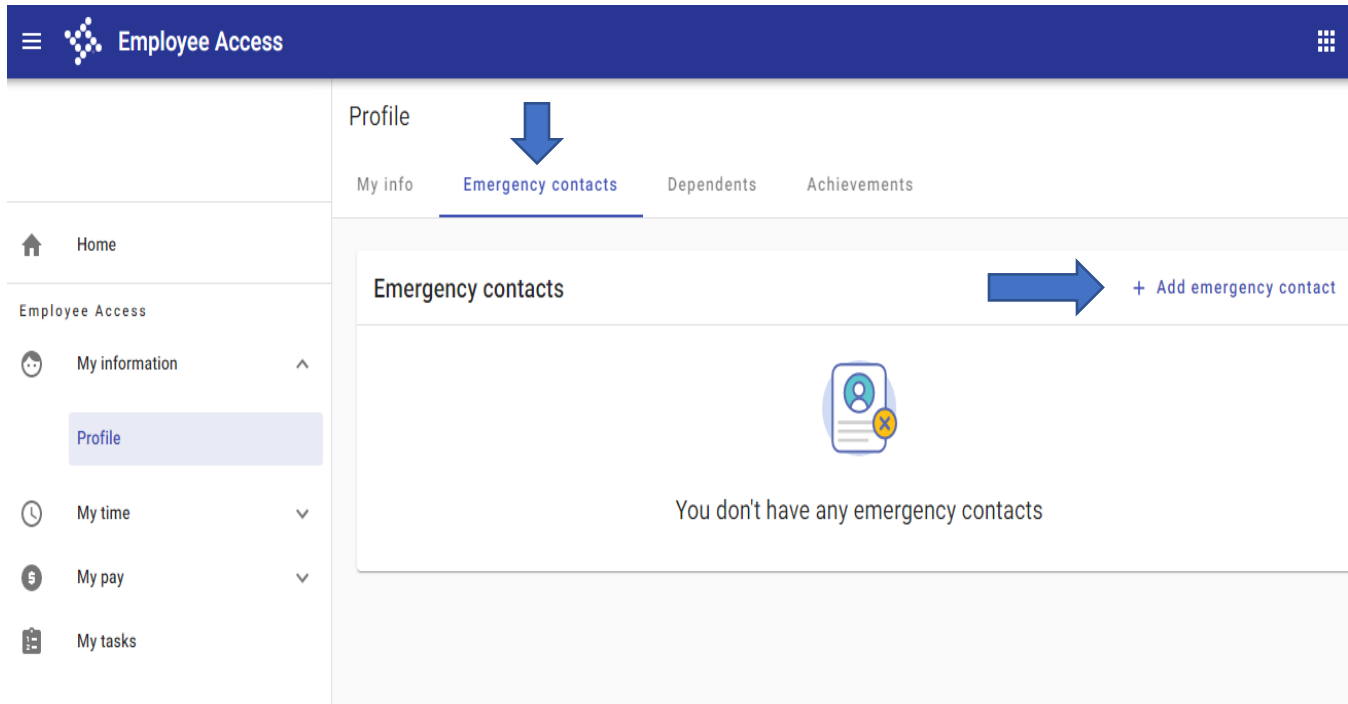
Once logged in, on the left-hand bar, select "My Information" and then click "Profile"

Once the profile is accessed, you can update your information on the "My info" tab (if needed) by clicking on the pencil icon.

To update emergency contacts, select the second option on the top bar labeled "Emergency Contacts".

Click "+ Add emergency contact" and fill in the information. Once the information has been added, click the submit button. Please list a minimum of **three (3)** individuals who can be contacted in case of an emergency.