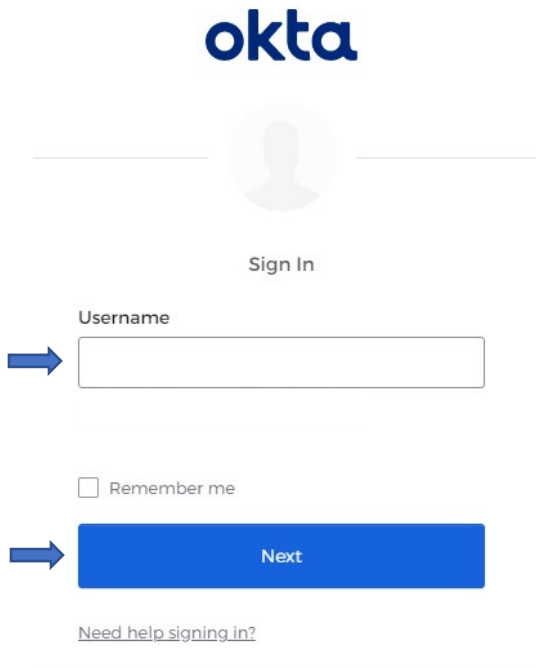


# Updating Profile and Emergency Contact Information on Employee Portal

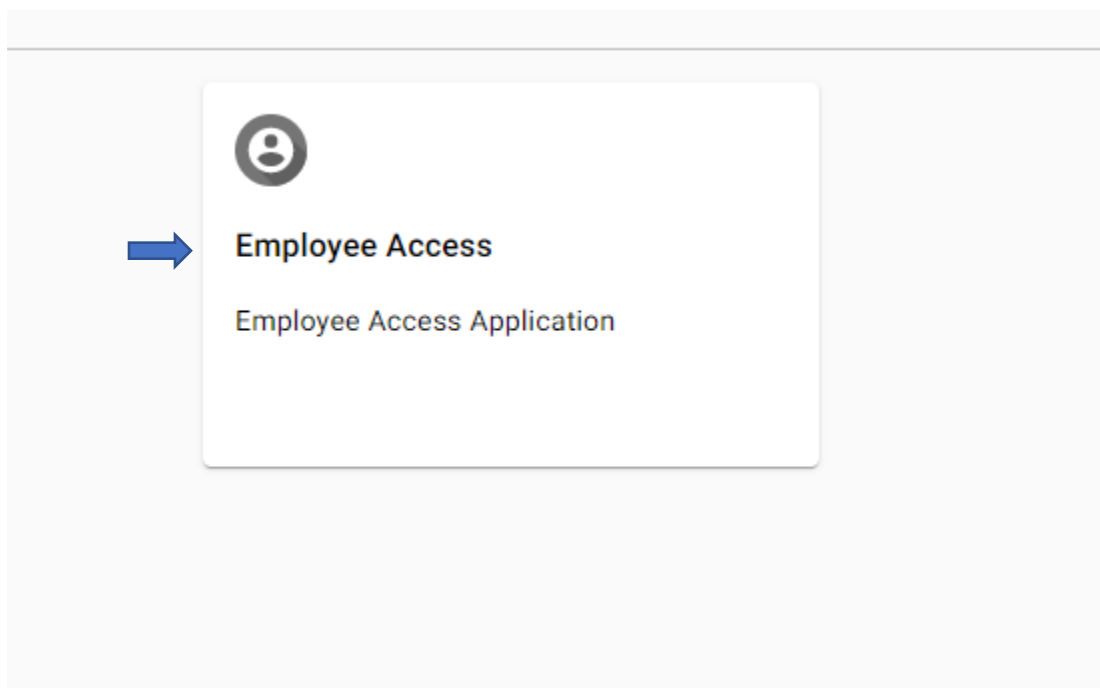
**It is extremely important that the information listed on both the employee profile and the emergency contact list are as up to date as possible. Please be sure to review this information annually, at minimum.**

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.

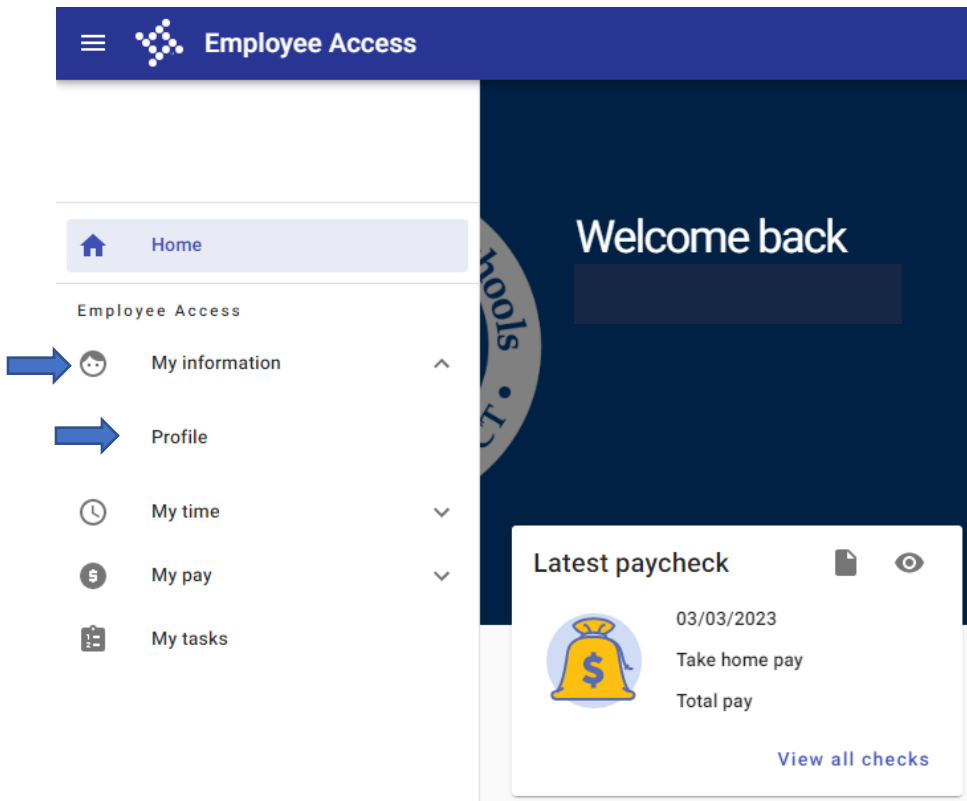


The image shows the Okta login interface. At the top is the 'okta' logo. Below it is a placeholder for a user profile picture. Underneath is the text 'Sign In'. There is a text input field labeled 'Username' with a blue arrow pointing to it from the left. Below the input field is a checkbox labeled 'Remember me'. Below the checkbox is a blue button labeled 'Next' with a blue arrow pointing to it from the left. At the bottom of the form is a link that says 'Need help signing in?'.

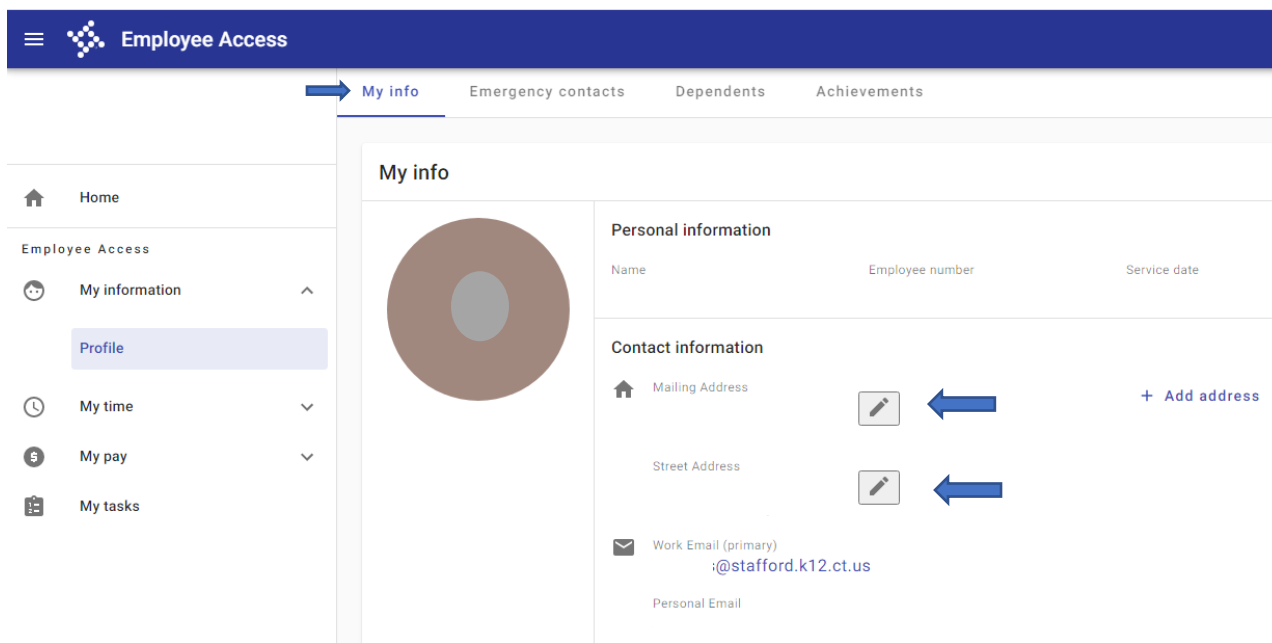
Click on the box containing the words “Employee Access, Employee Access Application”.



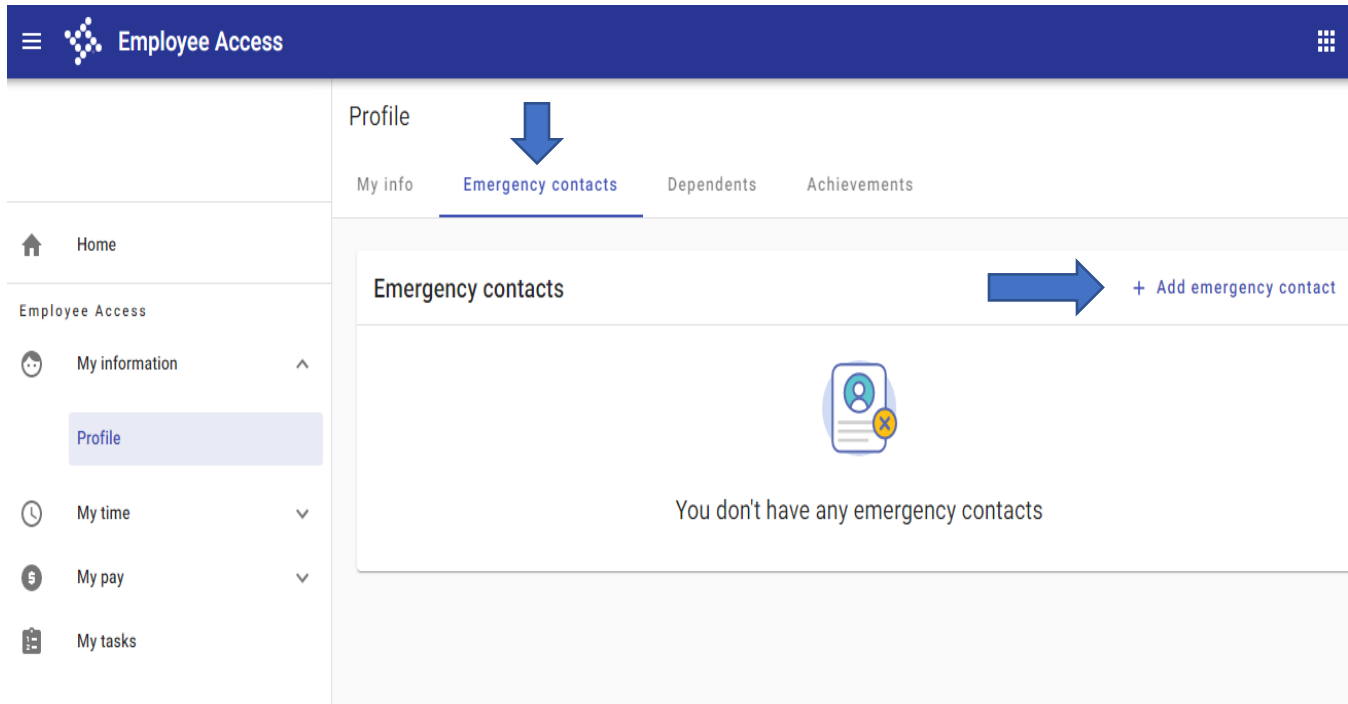
Once logged in, on the left-hand bar, select “My Information” and then click “Profile”



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.

A screenshot of the 'New emergency contact' form. The form is titled 'New emergency contact' and has a close button (X) in the top right corner. It contains several input fields: 'Name' (split into 'First name\*' and 'Last name\*'), 'Phones' (split into 'Type\*' with a dropdown arrow and 'Phone number\*'), '+ Add phone' (a blue link), 'Address' (split into 'Address line one', 'Address line two', 'City', and 'State' with a dropdown arrow). At the bottom of the form, there are two buttons: 'Cancel' and 'Submit'. A blue arrow points to the 'Submit' button.