Updating your Emergency Contact

Log into BannerWeb (banner.jefferson.edu).

Personal Information

Click on the link for Personal Information.

Personal Information

Update JeffALERT Emergency Communication System
Update Addresses and Phones
Update Emergency Contacts

Click on the link to Update Emergency Contacts.

Emergency Contacts

Order	Name	Address and Phone	Relationship
1			Other Relative
2	New Contact		

If you currently have any emergency contacts, they will be displayed and you can click on them to update any information. Click on the link for New Contact if you want to add a new emergency contact.

Remove Contact:	☐
Order:	2
Relationship:	Other Relative ⌄
First Name:	Test
Middle Name:	
Last Name:	Contact
Address Line 1:	123 Fake Road
Address Line 2:	
Address Line 3:	
City:	Philadelphia
State or Province:	Pennsylvania ⌄
Zip or Postal Code:	19144
Country:	United States of America ⌄

	Area Code	Phone Number	Extension
Telephone:	215	8596709	

Submit Changes

If entering a new emergency contact, populate the fields and click on Submit Changes.