Update Your Emergency Contact Information

1. Visit www.westmont.edu and select the Faculty and Staff link on the left-hand side of the screen.
2. Under Resources, select Directories and then Faculty and Staff Directory.

3. Select “Login” and enter your email user name and password.

4. Under your photo, you should see a link for “Emergency Contact.” Select that link.
5. Enter the following information: your emergency contact name, your emergency contact’s phone number, and finally, your person cell phone number. See the checkmarks below.

6. You will receive a confirmation once the information has been entered correctly.

If you have any questions regarding these instructions, please contact Amanda Schaub or Aubrey Reed in Human Resources.

Thank you!