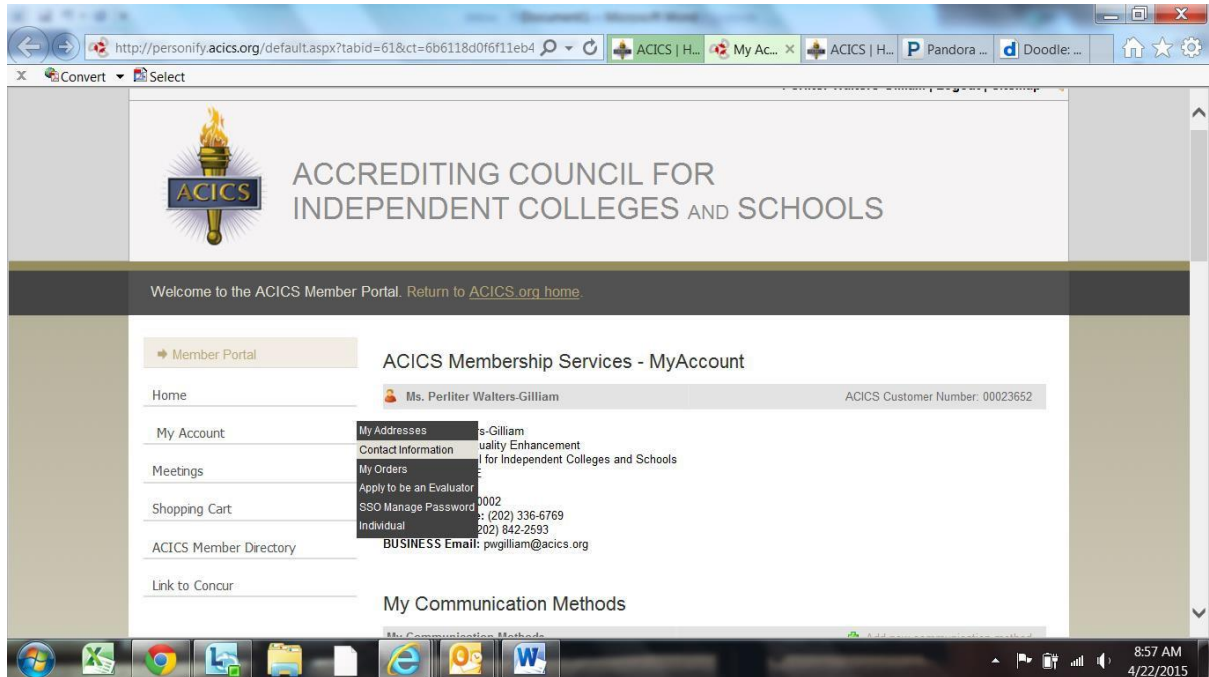
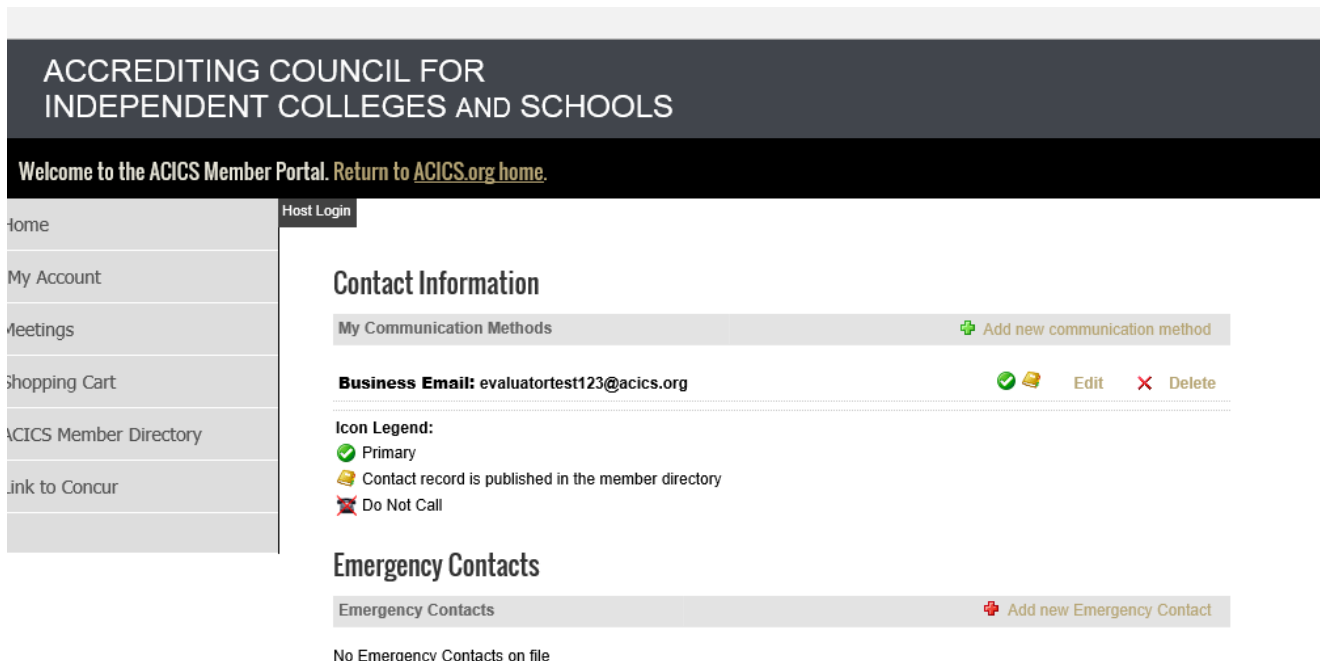


Addition of Emergency Contact to Profile

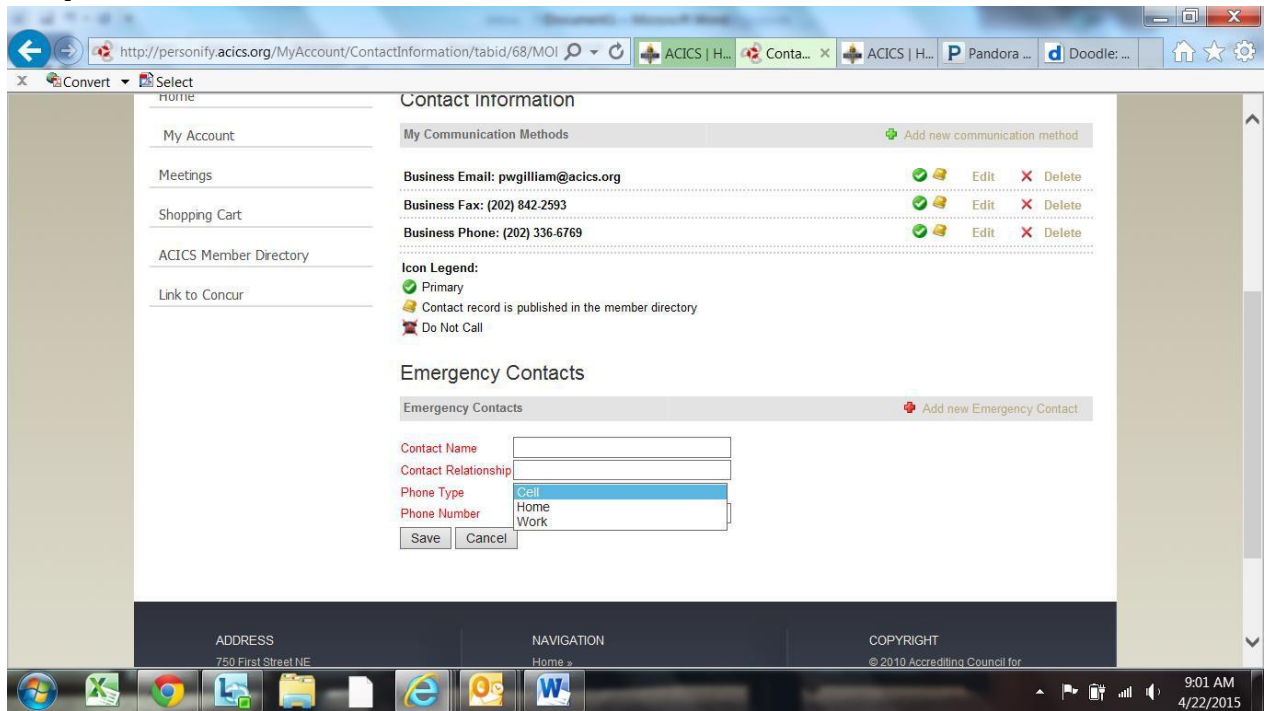
1. Log into your ACICS account.
2. Scroll mouse over the “My Account” Tab on the left hand side to see the options. Select “Contact Information” from the drop down options:



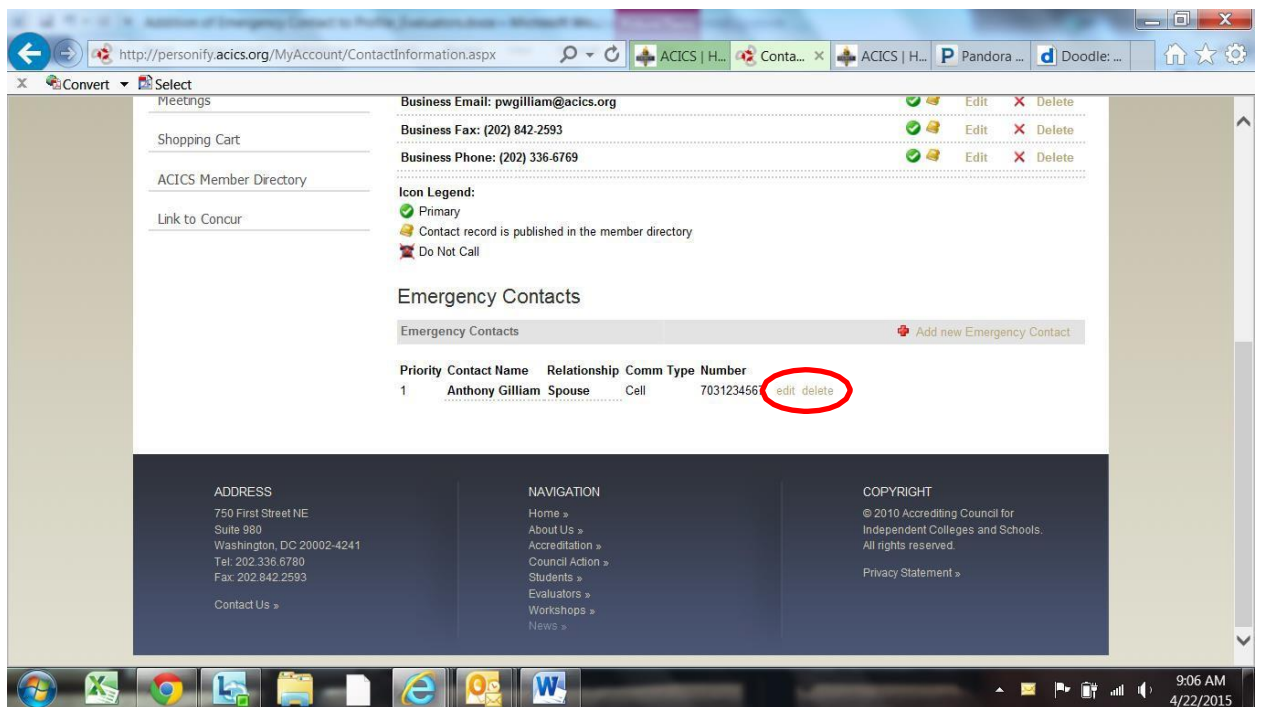
3. Scroll down to the “Emergency Contact” section and select the red “Add New Emergency Contact”:



4. Complete the form and hit "save":



5. The information can be edited or deleted:



6. Information is automatically added to your record. If there are specific details that would be helpful to ACICS, please share with your staff coordinator for inclusion in your profile.