

Below are step-by-step instructions of how to confirm your emergency contact information:

1. Login to your [OASIS Student Account](#) with your Oglethorpe username and password.
2. Select “OASIS for Students”.
3. Select “Update Emergency Contact Information” from the left-hand side.
4. You will be redirected to another page.
5. On the page you will see your previously entered Emergency Contact Information.
6. If none of the information needs to be updated, select “Confirm” in the yellow ribbon at the top of the page.
7. If you do need to update your Emergency Contact Information, select the pencil icon beneath your contact’s information, a pop window will appear for you to make the necessary edits, select “Update Contact” and continue.
8. Then select “Confirm” in the yellow ribbon at the top of the page.
9. You will see that the yellow ribbon changes to blue and a notification in green appears in the upper right-hand corner showing the date your Emergency Contact Information was confirmed.