

Below are step-by-step instructions of how to submit 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 no Emergency Contact Listed.
6. Select “Add New Contact”.
7. A pop-up window will appear where you can enter information for the person the institution should contact in the event of an emergency.
8. At minimum enter Name and at least one phone number.
9. Once you’ve entered that information, select “Add Contact”.
10. Then select “Confirm” in the yellow ribbon at the top of the page.
11. 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.