

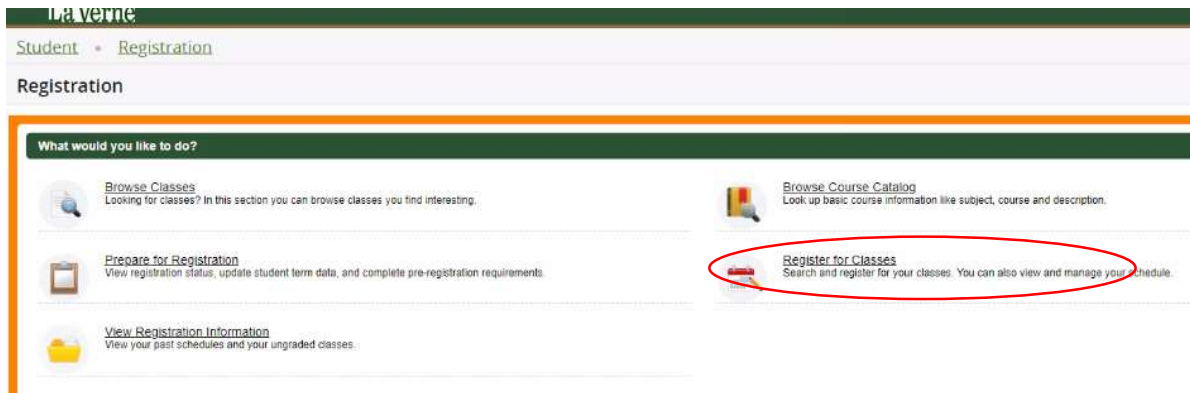
Process for Updating Contact Information and Emergency Contact At the Point of Registration

Fall 2024-LATER

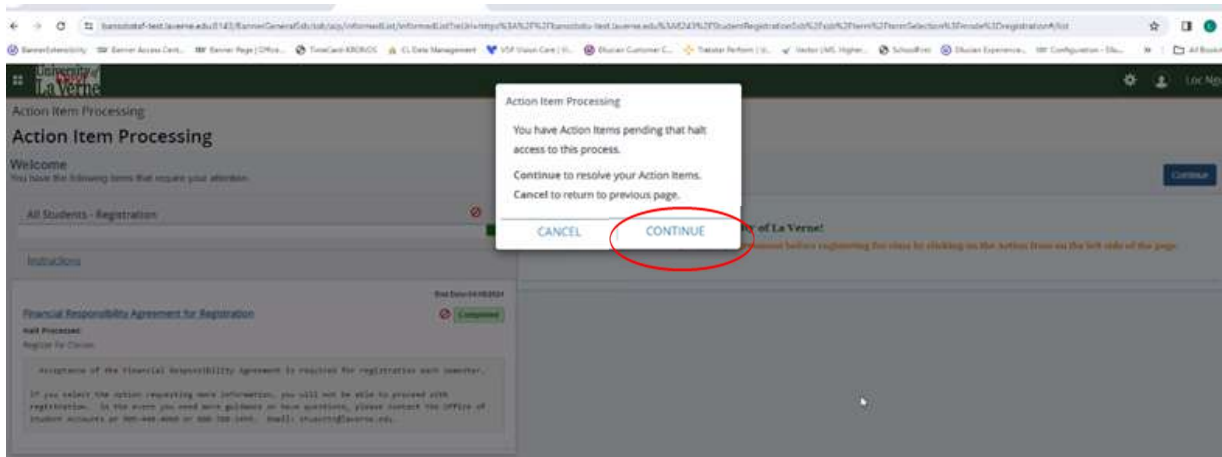
Log into [MyLaVerne](#)



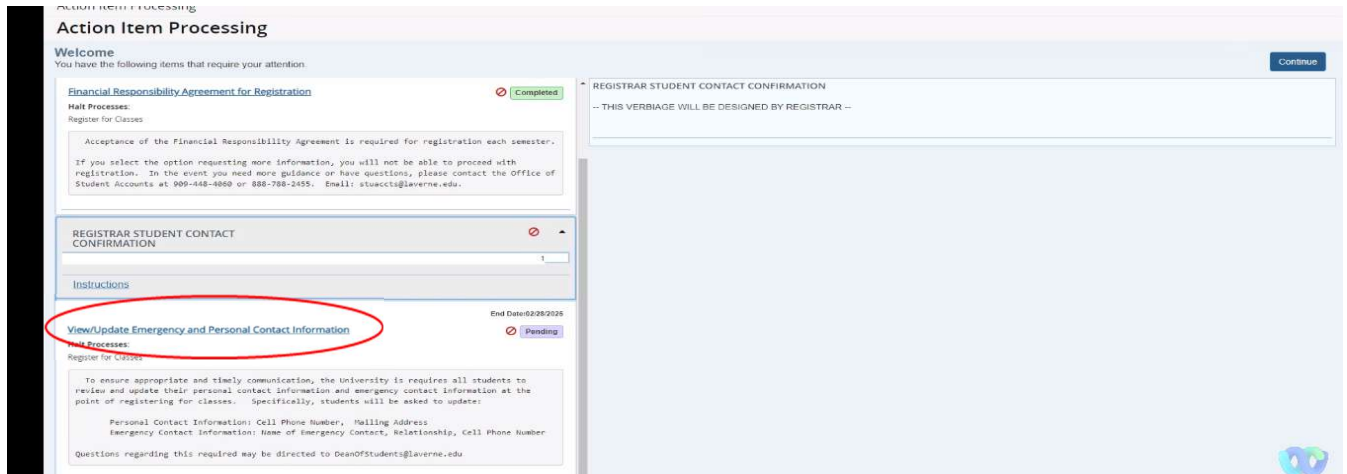
Go to "Register for Classes"



You will be informed that you have an action item pending, click on "CONTINUE"

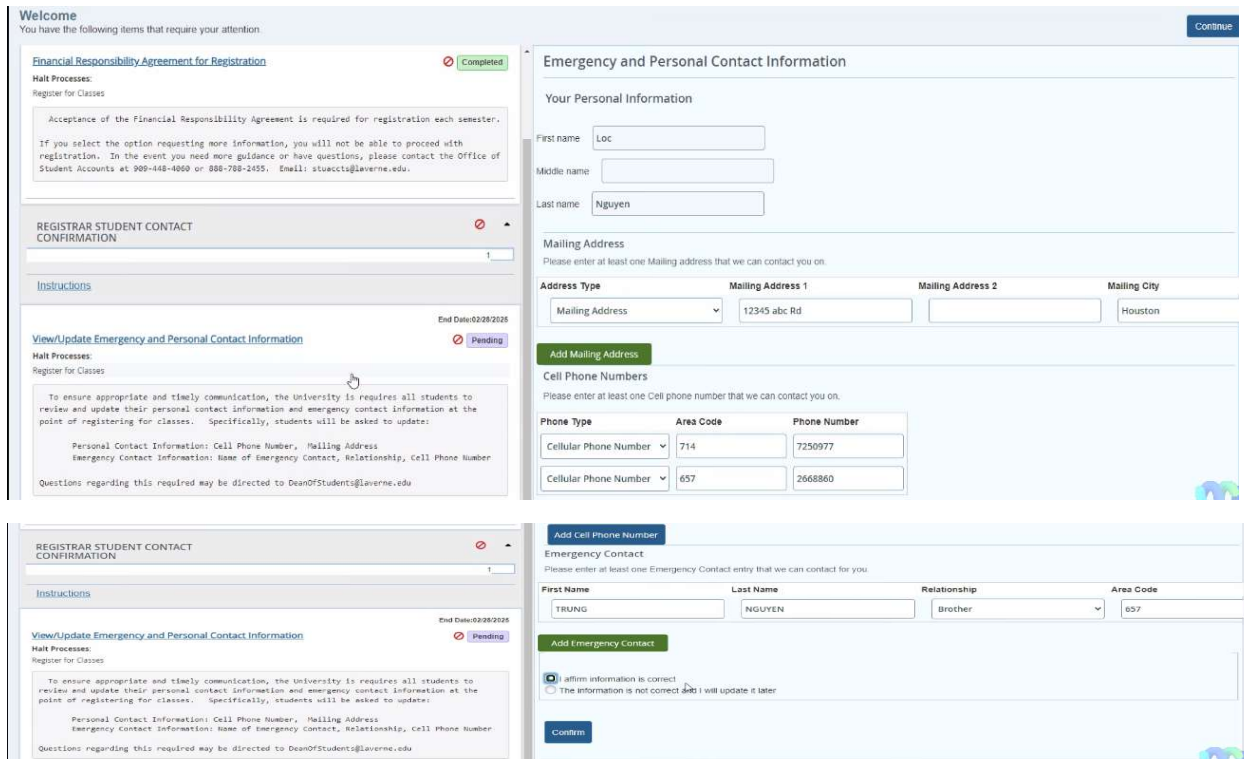


On the left panel you will see a task “View/Update Emergency and Personal Contact Information”, click on the task



A panel will appear on the right displaying your name, mailing address, contact phone number, and emergency contact (use scroll bar to toggle up and down between information).

- If the information is incorrect, please update the information appropriately in the available fields. Once updated scroll to the bottom of the right panel (use scroll bar).
- If the information is correct, scroll to the bottom of the right panel (use scroll bar).
- If you would prefer not to update information at this time, scroll to the bottom of the right panel (use scroll bar).



At the bottom of the right panel you will have two options:

- "I affirm the information is correct." Choose this option if
 - o If the information was correct and no updates were needed
 - o The information was updated and is now correct
- "The information is not correct and I will update it later." Choose this option if the information is/was not correct and you did not update it.

NOTE - Once updated, you will not have the "View/Update Emergency and Personal Contact Information" task for two years. If you chose not to update, you will have this task appear again at your next login attempt after 30 days.

Once an option has been selected, click on "CONFIRM" to continue to registering for classes.

The screenshot shows a web interface for 'REGISTRAR STUDENT CONTACT CONFIRMATION'. On the left, there is a sidebar with 'Instructions' and a 'View/Update Emergency and Personal Contact Information' link. The main content area is titled 'Emergency Contact' and contains a form with fields for 'First Name' (TRUNG), 'Last Name' (NGUYEN), 'Relationship' (Brother), and 'Area Code' (557). Below the form, there are two radio button options: 'I affirm information is correct' (selected) and 'The information is not correct and I will update it later'. A 'Confirm' button is located at the bottom of the form. Red circles highlight the radio button options and the 'Confirm' button.