Update Emergency Contact
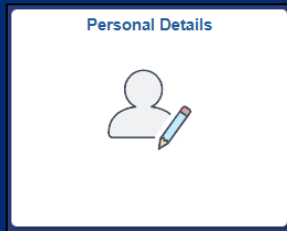
Log Into UT Share: https://www.uttyler.edu/utshare/
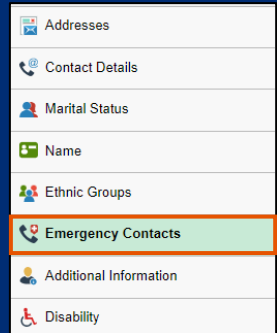Select PeopleSoft HR-Payroll and Finance Login

PeopleSoft® HR-Payroll and Finance Login
Select The University of Texas at Tyler from the drop-down list. Then enter employee user ID and network password.

Select the Personal Details Tile from your Employee Self Service Page

Personal Details

Select Emergency Contacts from the menu

- Addresses
- Contact Details
- Marital Status
- Name
- Ethnic Groups
- **Emergency Contacts**
- Additional Information
- Disability

You will be able to view your current Emergency Contact. To edit your current Emergency Contact, Select the Contact

Emergency Contacts

Contact Name	Relationship	Preferred
John Smith	Spouse	✓

Update the information in the window. Then Click "Save"

Emergency Contact

To add another Emergency contact, click on the "+" button

Emergency Contacts

Contact Name	Relationship	Preferred
John Smith	Spouse	✓

Enter the Contact Name, Relationship, Check the Preferred Box if you want this individual to be your main Emergency Contact, and Phone number. Click Save

Emergency Contact

Please contact The Office of Human Resources if you have any questions:
humanresources@uttyler.edu - 903-566-7234