Emergency Contacts: How to Update Yours in myUVM/PeopleSoft

1. Go to myUVM on the UVM home page: https://myuvm.uvm.edu
2. Log in using your UVM NetID and password
3. Click on the Employee Tab. (see screen shot)
4. Click on the “Human Resources” link in the “PeopleSoft” box.
5. Click on “Self Service”

6. Click on “Emergency Contacts”
7. If you already have an emergency contact listed, please review and update. Otherwise, add contact(s).

8. Please ensure any/all contact information you would want the University to have in the event of an emergency is listed here.