Steps for faculty/staff updating their emergency contact information

1. Go to myHR and log in with your Pawprint and password.
2. Click Self Service.

3. Click Personal Information.
4. Click UM Emergency Information.
5. Enter your cell phone, text messaging number, alternate e-mail address, and/or pager numbers. (Users may opt out of providing personal contact information) and click Opt-In or Opt-Out.