Please fill in your emergency contact information, under Self Service in our PeopleSoft system, by using the instructions below.

To complete your emergency contact information:

1. Log in to PeopleSoft Portal at http://ps-portal.hws.edu
   Use the username and password you’ve been using for the Orientation Web site (these are your HWS network credentials).

2. On the portal page, click Campus Solutions & HR

3. On the home page menu, click Self Service

4. On the menu, click Student Center
   This will show you a lot of your information at a glance.

5. Scroll down to Personal Information
   Your contact information will be displayed.
6. Under Personal Information, click Emergency Contact

7. On the Personal Information tab, under Emergency Contacts, click Add An Emergency Contact

8. Under Emergency Contact Detail, enter your emergency contact:
   - Emergency Contact’s Name
   - Relationship to you

9. Enter the contact’s address
   - If your emergency contact’s address is the same as yours, check the box Same Address as Individual, then select the address type from the dropdown menu
Student Center Self Service
Emergency Contact Information

10. Enter the contact’s phone number
   - If your emergency contact’s phone number is the same as yours, check **Same Phone as Individual** and select the **phone type** from the dropdown menu
   - If not, enter the **phone number**

11. At the bottom of the page, click **Save**

Completed emergency contact information will be shown.