Updating Your Emergency Contact Information - Faculty/Staff
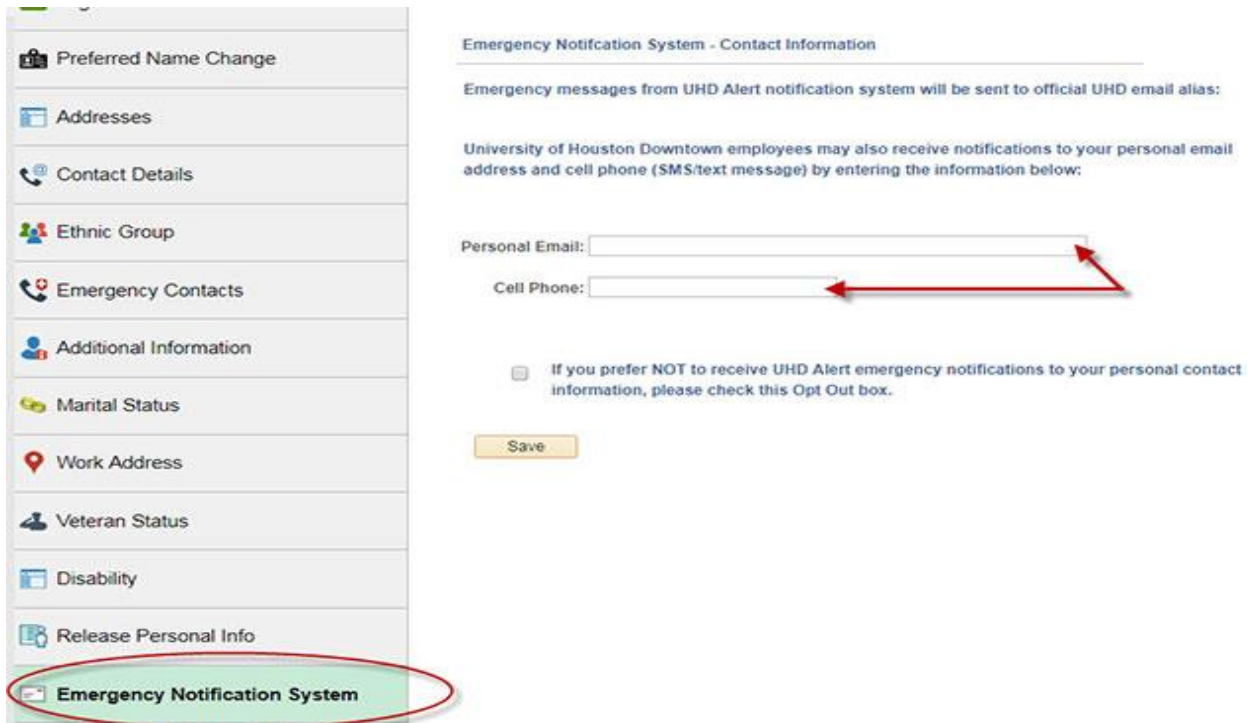
[Online Instructions](#)

UHD faculty and staff members can update their information by logging into P.A.S.S. Follow these steps:

1. Log into [P.A.S.S.](#)
2. Toggle to **Employee Self Service**
3. Click on **My Personal Info**

4. Click on **Emergency Notification System** on left navigation

5. Review and edit your information as needed
6. Click **Save** if changes were made

Your information will be updated in your PeopleSoft account and UHD's Emergency Notification System within 24 hours.