

PeopleSoft V9.1



*Viewing and Updating Emergency
Contact(s)*

From the PAWS Employee Portal (<https://paws.augusta.edu>), select the SoftServ Icon from the Quick Access Bar.

I Would Like To:

I Would Like To Use:

People Finder 

JAGWIRE

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Upcoming Events

- Sep 12 Register for Junior Model U.N.
- Nov 30 Childbirth Education
- Dec 05 IRB Office - Compliance Lunch-n-Learn Series – Study Documentation Process
- Dec 07 Children's Play - "Christmas, the Measles, and Me"
- Dec 09 Exams- Session 1

! ITS Alerts

A1C is currently unavailable in the Core Lab due to an instrumentation problem. All specimens received for A1C analysis will be held in the Core Lab and analyzed as soon as new instrumentation is brought online. An alternate methodology is being implemented for this test. No additional lab tests are affected by this problem. The Clinical Pathology lab thanks you for your patience.

Dr. Gurmukh Singh
Chief of Clinical Pathology

What's New

Women's Health Magazine: 3 Women get real about gut struggles

Why learning by doing matters more, longer

Deck the halls with care and keep eyes on young children

Attention: Student Health Services closure (Dec. 15-30)

Scientists learn more about how motors maneuver our cells' roadways

Augusta University's accreditation reaffirmed

Concierge Service

706-721-9522

New Policies



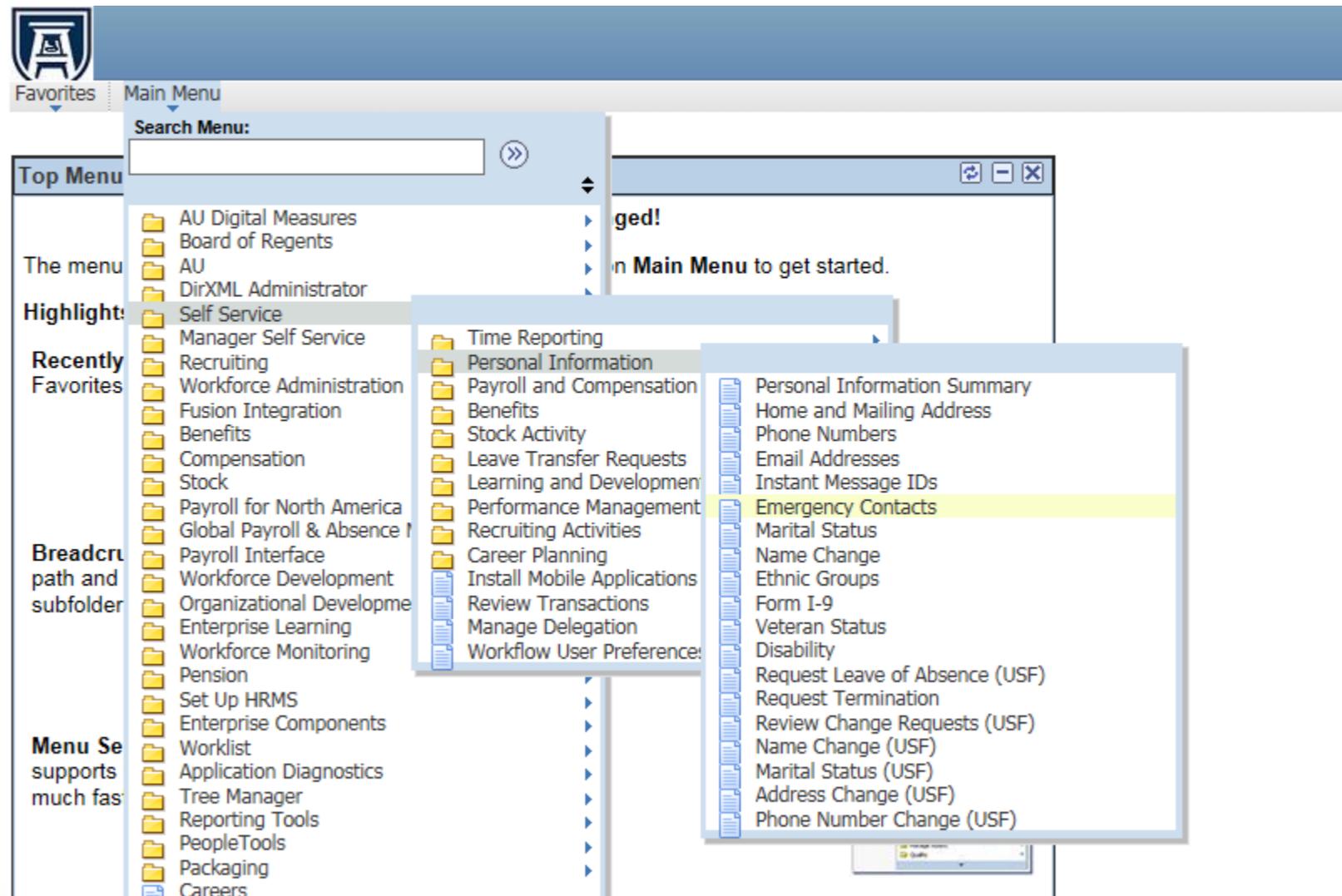
Log in using your AU NetID and Password. This will be the same ID and Password that you use to log into Outlook.

ORACLE®
PEOPLESOFT ENTERPRISE

<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Sign In</p>	<p>Select a Language:</p> <table><tr><td>English</td><td>Español</td></tr><tr><td>Dansk</td><td>Deutsch</td></tr><tr><td>Français</td><td>Français du Canada</td></tr><tr><td>Italiano</td><td>Magyar</td></tr><tr><td>Nederlands</td><td>Norsk</td></tr><tr><td>Polski</td><td>Português</td></tr><tr><td>Suomi</td><td>Svenska</td></tr><tr><td>Čeština</td><td>日本語</td></tr><tr><td>한국어</td><td>Русский</td></tr><tr><td>ไทย</td><td>简体中文</td></tr><tr><td>繁體中文</td><td>العربية</td></tr><tr><td>UK English</td><td></td></tr></table>	English	Español	Dansk	Deutsch	Français	Français du Canada	Italiano	Magyar	Nederlands	Norsk	Polski	Português	Suomi	Svenska	Čeština	日本語	한국어	Русский	ไทย	简体中文	繁體中文	العربية	UK English	
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You have successfully accessed SoftServ. Navigate to Personal Information so that you may update your emergency contact(s).

Main Menu > Self Service > Personal Information > Emergency Contacts



To add an emergency contact, Select "Add Emergency Contact".

Emergency Contacts
Cathy Carver-Parker

Contact Name	Relationship to Employee	Primary Contact	Edit	Delete
James Parke	Spouse	<input checked="" type="checkbox"/>		
Kaitlyn Parker	Child	<input type="checkbox"/>		
Stefanie Carver	Sibling	<input type="checkbox"/>		

[Add Emergency Contact](#)

[Save](#)

If you would like to delete an existing contact, select the trashcan icon



Select "Save".

Enter new Emergency Contact Name (First and Last Name). Select Relationship to Employee. If the new contact has the same address and/or telephone number as yourself, click on the appropriate radio buttons.

To add the contacts address (if known), select "Enter/Edit Address". Enter address, then select "OK".

Enter the contacts phone number in the "Telephone" field. Additional phone numbers for this specific contact can be added by selecting "Add Phone Number".

Upon data entry completion, please select "Save".

The screenshot shows a web interface for managing emergency contacts. At the top left is the August University logo. A breadcrumb trail reads: Favorites | Main Menu > Self Service > Personal Information > Emergency Contacts. The main heading is "Emergency Contact Detail" for "Cathy Carver-Parker".

The "Address and Telephone" section contains the following fields:

- *Contact Name: Mickey Mouse
- *Relationship to Employee: Friend (dropdown menu)
- Contact has the same address as the employee
- Contact has the same telephone number as the employee

The "Address" section includes:

- Country: United States (with a [Change Country](#) link)
- Address: (empty text field)
- Enter / Edit Address button

The "Phone" section has a Telephone: (empty text field).

The "Other Telephone Numbers" section features a table titled "Emergency Contacts":

*Phone Type	Phone Number	Extension	Delete

Below the table are two buttons: "Add Phone Number" and "Save".

You have successfully added an Emergency Contact.



Favorites Main Menu > Self Service > Personal Information > Emergency Contacts

Emergency Contacts

Save Confirmation



The Save was successful.

OK