POUNCE: STUDENT INSTRUCTIONS FOR UPDATING EMERGENCY CONTACTS

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PROCESS

These instructions are used to assist students in navigating through POUNCE to update emergency contacts.

INSTRUCTIONS

1. Login to https://pounce.augusta.edu.
2. Select "Personal Information".

Personal Information
Update addresses, contact information or marital status; rev

Student
Register, View your academic records.

Financial Aid
Apply for Financial Aid, review status and loans.

Student Account
Click here to pay acceptance deposits, housing deposits, pay

Parking Registration & Permit Payment
Choose a permit and pay for your permit here each semeste

View Your Accepted Promissory Note

NelNet Payment Plan Portal

3. Select "Update Emergency Contacts".

Personal Information

Display your Student ID Number

Name Change Information

Social Security Number Change Information

Update Addresses, Telephone, and Augusta University Alert Contact Info

Update Emergency Contacts

View and Update Addresses and Phones

View E-mail Addresses

View Emergency Contacts

4. Select the "New Contact" to add a new contact or click on the name of a current contact to make changes.

Update Emergency Contacts

ℹ️ Update a contact by selecting that contact and making the necessary changes.

Emergency Contacts

Order	Name	Address and Phone	Relationship
1			
2	New Contact		

5. Add as much information as possible to the next window and click "Submit Changes".

Update Emergency Contacts

ℹ️ Enter a new emergency contact. When finished, Submit Changes.

Remove Contact: ☐
Order: 2
Relationship: Not Applicable
First Name:
Middle Name:
Last Name:
Address Line 1:
Address Line 2:
Address Line 3:
City:
State or Province: Not Applicable
Zip or Postal Code:
Country: Not Applicable

	Area Code	Phone Number	Extension
Telephone:			

[Submit Changes] [Reset]

CONTACT

If you have any additional questions, please contact our office at **registrar@augusta.edu.**