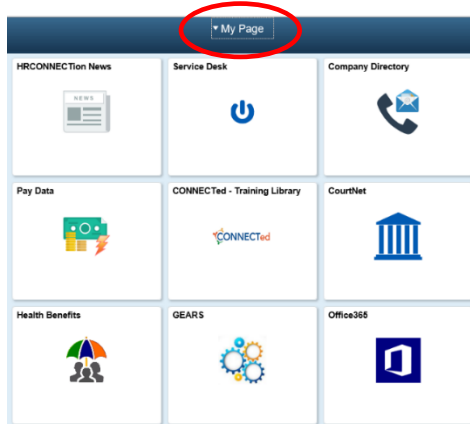


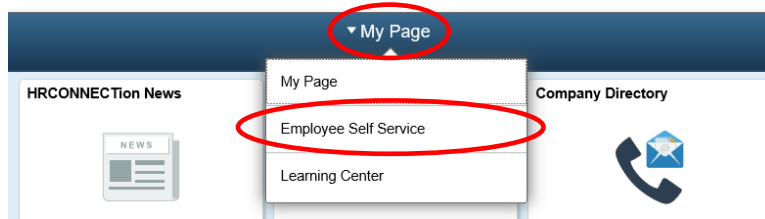


Maryland Judiciary
Department of Human Resources
Updating or Verifying Emergency Contacts for Regular Employees

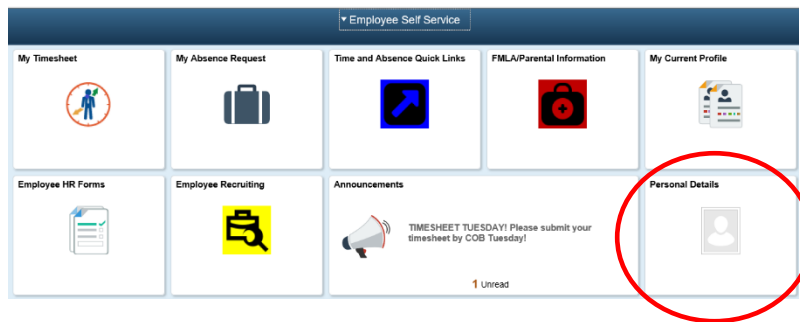
- 1) Once logged into CONNECT, the 'My Page' homepage will be displayed for most. If this is not your home page, proceed to Employee Self Service page and proceed with step 3.



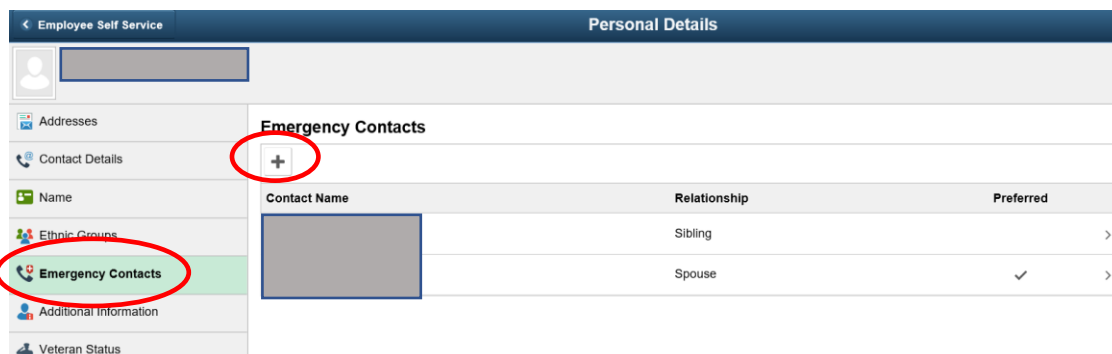
- 2) Click on the 'My Page' drop down and select 'Employee Self Service'.



- 3) Click on the 'Personal Details' tile.



- 4) The Personal Details page will be displayed. Click on 'Emergency Contacts' from the left panel.
 - a. To add a new emergency contact, click the plus (+) sign and see **step 5**.
 - b. To update a current contact, see **step 6**.





Maryland Judiciary
Department of Human Resources
Updating or Verifying Emergency Contacts for Regular Employees

- 5) **Add New Contact:** The Emergency Contact box will appear.
- Enter the Contact Name, Relationship, (i.e. Sibling). If they are the first person to be contacted, place a check mark in the Preferred box.
 - Select 'Add Address' to enter an address (**optional**).
 - If the contact's address or phone number is the same as your own, place a check mark in the box 'Same as Mine,' and it will auto-populate the information with your address or phone number.
 - Select the 'Address Type.'
 - Enter the street address under Address 1 and if needed, enter Apartment number or special information under Address 2 and Address 3.
 - Enter City, State and Zip Code, then select 'Done' and proceed to add the phone number.
 - Select 'Add Phone Number.' Select the phone type (i.e. mobile), enter the phone number and extension if necessary, and select 'Done' then **'Save.'**
 - Note:** You must enter a phone number to save the contact. We recommend going back into the Emergency Contacts to ensure that all information is saved.

Entering Name

The screenshot shows the 'Emergency Contact' form. A red circle highlights the 'Save' button in the top right corner. Another red circle highlights the '*Contact Name' text input field and the '*Relationship' dropdown menu. A third red circle highlights the 'Add Address' button under the 'Address' section. A fourth red circle highlights the 'Add Phone Number' button under the 'Phone Numbers' section.

Entering Address

The screenshot shows the 'Address' form. A red circle highlights the 'Done' button in the top right corner. The form includes a 'Same as mine' checkbox, a 'Lookup Address' link, a 'Country' dropdown menu (set to 'United States'), and three text input fields for 'Address 1', 'Address 2', and 'Address 3', followed by a 'City' text input field.

Entering Phone Number

The screenshot shows the 'Phone Number' form. A red circle highlights the 'Done' button in the top right corner. The form includes a 'Same as mine' checkbox, a 'Type' dropdown menu, a '*Number' text input field, and an 'Extension' text input field. A 'Delete' button is located at the bottom center.



Maryland Judiciary
Department of Human Resources
Updating or Verifying Emergency Contacts for Regular Employees

6) Update Current Contact:

- a. Select the arrow beside the contact's name.

Contact Name	Relationship	Preferred
[Redacted]	Sibling	>
[Redacted]	Spouse	✓ >

- b. Emergency contact information for this person will be displayed.
- c. Select the arrow beside the information that you would like to change or select the plus (+) sign to add new information.

Emergency Contact [Cancel] [Save]

*Contact Name [Redacted]
*Relationship [Sibling]
Preferred

Address
[Redacted] >

Phone Numbers
+
[Redacted]

Phone	Extension	Type
[Redacted]		None >
[Redacted]		Business >

7) Once the arrow for address or phone number is selected a box will appear.

a. For Phone Number

- i. Select the 'Type' (i.e. Home).
- ii. Enter the phone number.
- iii. Enter extension if applicable.
- iv. If deleting information, select the 'Delete' button.
- v. Select 'Done' and 'Save.'



Maryland Judiciary
Department of Human Resources
Updating or Verifying Emergency Contacts for Regular Employees

b. For Address (optional)

- i. Select the 'Address Type.'
- ii. Enter the street address under Address 1 and if needed, enter Apartment number or special information under Address 2 and Address 3.
- iii. Enter City, State and Zip Code.
- iv. If deleting information, select the 'Delete' button.
- v. Select 'Done' and 'Save'

The image shows two side-by-side screenshots of web forms. The left form is titled 'Phone Number' and contains fields for 'Same as mine' (checkbox), 'Type' (dropdown), '*Number' (text input), and 'Extension' (text input). A 'Delete' button is circled in red at the bottom. A 'Done' button is circled in red at the top right. The right form is titled 'Address' and contains fields for 'Same as mine' (checkbox), 'Address Type' (dropdown), 'Country' (text input), 'Address 1', 'Address 2', 'Address 3' (text inputs), 'City', 'State', 'Postal', and 'County' (text inputs). A 'Delete' button is circled in red at the bottom. A 'Done' button is circled in red at the top right.

8) Upon making any changes, **click 'Save'**. We recommend that you re-enter the Emergency Contact area to ensure that all information is saved.

The image shows a screenshot of the 'Emergency Contact' form. It has a 'Cancel' button at the top left and a 'Save' button at the top right, which is circled in red. The form contains fields for '*Contact Name' (text input), '*Relationship' (dropdown menu with 'Sibling' selected), and 'Preferred' (checkbox). Below these fields is a section labeled 'Address'.

For assistance, please contact the CONNECT Help Desk at (410) 260-6550.