

**POUNCE:  
UPDATING  
EMERGENCY  
CONTACT  
INFORMATION**

# POUNCE: UPDATING EMERGENCY CONTACT INFORMATION

## PROCESS

As a student, it is important to keep your personal contact information up to date. Having the correct information listed in our system of record will ensure the communication you or those you have designated as your emergency contact(s) receive is current and arrives to the appropriate destination.

## RESPONSIBILITIES

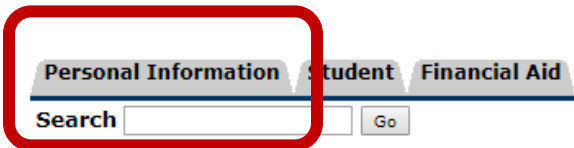
As a student, it is your responsibility to ensure your personal contact information is kept up to date at all times.

## INSTRUCTIONS

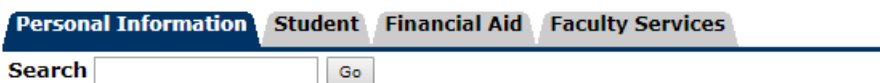
1. Log into POUNCE.

<https://pounce.augusta.edu/>

2. Select "Personal Information" from the top menu.



3. Select Update Emergency Contact from the options.



### 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

RELEASE: 8.9

4. Update the information, as needed.

# Update Emergency Contacts

 Complete your emergency contact information update and Submit Changes.

**Remove Contact:**

**Order:**

**Relationship:**

**First Name:**

**Middle Name:**

**Last Name:**

**Address Line 1:**

**Address Line 2:**

**Address Line 3:**

**City:**

**State or Province:**

**Zip or Postal Code:**

**Country:**

	<b>Area Code</b>	<b>Phone Number</b>	<b>Extension</b>
<b>Telephone:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. Review for accuracy.
6. Submit.

## CONTACT

If you have any additional questions, please contact our office at [registrar@augusta.edu](mailto:registrar@augusta.edu).