



Office of Human Resources



Services

- Benefits
- Classified Employee
- Employee Online Services
- Job Openings
- Affiliate Faculty Information
- Prospective Employee Information
- Student Employment

Resources

- Employee Councils
- Employee Directory
- HR Forms
 - TimeSheets
- Org Charts
- Policy Handbooks
- Safety
- Training

Updating your Emergency Contact Information

Log into Metroconnect



Secure Access Login

User Name:

Password:

Click on **My Services/Registration**



Click on **My Services**

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My Services ☰ ⌵ ⌵

To view your 'Registration/Banner Web' information (including registering for classes) please click the 'My Services' button below.

←

Log into **My Services**

User Login

Enter your **MetroConnect Username** and **Password** below and click the **LOGIN** button to access your information. To protect your privacy, click on the **EXIT** icon and close your browser. For Login Assistance, click the **HELP** link.

If you do not know your Username, please click [here](#)

MetroConnect Username:

MetroConnect Password:

[Click Here for Help with Login?](#)

Click on **Personal Information Menu**

Main Menu

[Registration, Credit Card Payment, Student Records & Financial Aid Menu](#)

Register for classes, Pay your tuition by Credit Card, View Class Schedule, View Grades, View/Print CAPP Report, View your academic records and Financial Aid

[Personal Information Menu](#)

View or update your address(es), phone number(s) ; View name change & social security number change information; Change your PIN (Strongly Encouraged).

[Clem Account Management Services](#)

Lookup Clem Username, Change Clem password, Reset your clem password.

[Faculty Evaluations](#)

Faculty Evaluation Results.

[Employee Services Menu](#)

Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms,W4 data.

[Faculty & Advisor Services Menu](#)

Enter Grades and Registration Overrides, View Class Lists and Student Information, View/Print CAPP Report

[Orientation and Assessment Testing Menu](#)

Add an Orientation and/or Assessment Test, Cancel an Orientation and/or Assessment Test, View your list of registered Orientation and/or Assessment Test sessions, view your Assessment Test results, and view the list of all offered Orientation and/or Assessment Test sessions.

[Web Tailor Administration Main Menu](#)

Customize a web menu or procedure, a graphic element, a set of information text, a set of menu items; Update user roles; Customize a web module, web rules, WebTailor parameters; Customize a login return location; Customize WebTail or overrides, global user interface settings.

[Academic Computing Lab Menu](#)

Student Computer Lab information; Modern Languages Course Time Tracking System (CTTS).

[Access to TIR Data and Forms](#)

[SGA Election System 2005](#)

Click on **View / Update Emergency Contacts**

Personal Information Menu

[Change Security Question](#)

[View Address\(es\) and Phone\(s\)](#)

[Update Address\(es\) and Phone\(s\)](#)

[View / Update Emergency Contacts](#)


[Name Change Information](#)

[Social Security Number Change Information](#)

RELEASE: 7.1

Click on a **Current Contact** or click on **New Contact**

View / Update Emergency Contacts - Select Contact

 Your emergency contact information is listed in the table below. To update a contact click on the **Name** link. To add a new contact, click on the **New Contact** link.

Emergency Contacts

Order	Name	Address and Phone	Relationship
1	Jane Doe	123456 S Dover Denver, CO 80203 United States of America 303 5551212	
2	New Contact		

Click on Current Contact Or Click on New Contact

Fill out all of the information and then click on **Submit Changes**

Update Emergency Contacts

Complete your emergency contact information changes below. When finished click the Submit Changes button. You can remove a contact by selecting the **Remove Contact** box. You can reprioritize the contact by changing the **Contact Order** number.

Remove Contact:

Order:

Relationship:

First Name:

Middle Initial:

Last Name:

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

Zip or Postal Code:

Country:

Area Code: **Phone Number:** **Extension:**

Fill out all of the information and then Click on Submit Changes

You will then click on **Exit**

Personal Information	Registration, Student Records, and Financial Aid Menu	Faculty Services	Employee	Credit Card Payment
Search <input type="text"/> <input type="button" value="Go"/>		RETURN TO MENU SITE MAP HELP EXIT		

EXIT

Click on the **X** in the upper right hand corner of the window to close **My Services**



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