The PA Program and the University require students to create and then periodically update their emergency contact information located in the Student Information System/Banner. This is very important. Please follow these steps to create your emergency contact information. Once created, you will need to review the information and update it, as needed, every quarter.

**How To Update Emergency Contact Information in Student Information System**

- Login [https://sisweb.ohsu.edu/SISPRD/twbkwbis.P_WWWLogin](https://sisweb.ohsu.edu/SISPRD/twbkwbis.P_WWWLogin)
- Click the Personal Information Tab or Link
- View Emergency Contacts
- Click all links on page to confirm they work (except EXIT until you are actually ready to exit Self-Service)
- Click Either Return to Menu or Personal Menu Tab
- Click Update Emergency Contacts
- Click New Contact link
- Add a new contact (you can add all data or just Name and Ph#)
- Click Submit Changes
- Update an existing contact by clicking on a Name link