

Providing and Updating Emergency Contact Information on Roger Central

All RWU community members should confirm and update their personal contact information (phone number, e-mail, and home/mailling address) and emergency contact information (persons to contact in the event of an emergency) on the RWU “Roger Central” portal on a routine basis.

NOTE: to update your home/mailling address, you must contact RWU Human Resources directly at human_resources@rwu.edu)

To access your personal contact information in Roger Central:

- Open an internet browser window and navigate to <http://my.rwu.edu>
- Login with your University e-mail address and password
- Find the “User Option” tab on the lefthand menu and click to expand the menu
- Click on the “User Profile” sub-tab

To review and update your personal contact information in Roger Central:

- Use the pencil icon button to edit a phone number or e-mail address
- Use the X-circle icon button to delete a phone number or e-mail address
- Use the “Add a New *(Item)*” button to add a phone number or e-mail address
- When you are finished reviewing or editing, click the “Confirm” button in each section (address, e-mail, and phone) to update the information accuracy and currency statement to today’s date

To access your emergency contact information in Roger Central:

- Open an internet browser window and navigate to <http://my.rwu.edu>
- Login with your University e-mail address and password
- Find the “User Option” tab on the lefthand menu and click to expand the menu
- Click on the “Emergency Information” sub-tab

To review and update your emergency contact information in Roger Central:

- Use the pencil icon button to edit a contact
- Use the X-circle icon button to delete a contact
- Use the “Add a New Contact” button to add a new contact
- When you are finished reviewing or editing, click the “Confirm” button at the top of the page to update the information accuracy and currency statement to today’s date