

How-To Guide: Updating Your Personal and Emergency Contact Information on Roger Central

All RWU community members should confirm and update their **personal contact information** (phone number, e-mail, and home/ mailing 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/ mailing address, you must contact RWU Human Resources directly at human_resources@rwu.edu.

Accessing and Updating Your Personal Contact Information in Roger Central (How RWU Should Contact You In An Emergency)

To access your personal contact information in Roger Central:

- Open an internet browser window and [navigate to Roger Central at MyRWU](#)
- 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

Accessing and Updating Your Emergency Contact Information in Roger Central (How RWU Should Contact Someone on Your Behalf in an Emergency)

To access your emergency contact information in Roger Central:

- Open an internet browser window and [navigate to Roger Central at MyRWU](https://my.rwu.edu) (<https://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