Locating Student Emergency Contact Details

**Introduction**

Students will be required to enter their emergency contact details during the verification phase of registration and it is their responsibility to maintain the correctness of that data. There must always be at least one emergency contact within a student record and a maximum of three can be recorded.

Students are not able to delete any emergency contact details that they enter; they can however update the data. Students can ask their college or department to delete emergency contact details that they have entered. College staff should contact the ARO (Academic Records Office) and departments should contact the DQ (Data Quality) team to action this request.

**Locating a student’s emergency contact details**

1. Log in to eVision and navigate to the **Student records functions for staff** screen.
2. Click the **View Student Emergency Contact Details** link to open the **eVision Student Emergency Contact Details Search** screen.
3. Enter relevant search criteria. The Academic Year and College fields are mandatory. Department staff may select any college, no college or all colleges, college staff only have access to the college(s) they are associated with.
4. Enter other search criteria as required.
5. Click Search. The results will appear in a table.

6. Tick the box to the left of the relevant student(s) and click **Selected** to display the students emergency contact details.

**Note.** Students registered on more than one programme will appear more than once but the emergency contacts details will be the same.

**Further Information and Support**

If you have further queries about eVision then please contact the Student Systems Support Centre in the first instance by email: student.systems@admin.ox.ac.uk or phone Tel: 01865 (2)84848.