Emergency Contact Policy

Emergency Contact information permits the Institute to contact you effectively in the event of a natural disaster or other emergency, or to contact a designated person on your behalf in the event that you are in an emergency situation. All students are required to provide emergency contacts.

To update your emergency contacts:

- Log in to access.caltech.edu.

- Select **"My Personal Information"** and then **"Emergency Contacts."**

- To add a new contact, click **"New Contact."**

- To update an existing contact, click the **pencil icon.**

- Each contact should have both an address and phone number entered.

If a student wants a different contact listed as their Missing Student contact, please see the [Missing Student policy](#).