College admin instructions - student emergency contact details

New functionality has been added to Student Self Service to allow students to enter and maintain their own GP and next of kin details.

This information is available to administrators via CamSIS Search and 360 Degree View. It is also possible for administrators to enter/update this information on behalf of the students. The instructions below will explain how to do all of these.

CamSIS Search

Previously in student records searches on CamSIS Search you were only able to search for the preferred emergency contact. This has now been changed so you can search for all emergency contacts to allow you to view GP details.

You can still see whether an emergency contact is preferred in 2 ways.

1 In Select Fields to Display you can tick the Preferred Emergency Contact? box to return a Y/N field. Also the Emergency Contact Relationship field will show you whether the contact is next of kin, GP etc.

2 In Additional Criteria you can add Preferred Emergency Contact? criteria that will limit the search results to just the preferred emergency contacts if you set the option to Yes.

Also in Additional Criteria we have added an option for Emergency Contact Relationship so you can limit the search to the specific type e.g. GP.

NOTE: There is also a section on Select Fields to Display for GP Details. This returns GPs previously added by college admins using an old process. We have left this here as some colleges may have already added GP details for current students and wish to continue using the old method. Please note that the GP details added by students in Student Self Service will not appear in these fields. We will phase this out if colleges stop using it. For reference these are added via Main menu > Community > Personal Information > Biographical > Relationships. See below for instructions on the new way to manually add/update emergency contact information.

360 Degree View
You can find the emergency contact details for individual students on the Personal Details tab under the Emergency Contacts section.

**Manually adding/updating emergency contact details**

If for any reason you need to add or amend emergency contact details on behalf of the student you can do this via Main Menu > Community > Personal Information > Biographical > Emergency Contacts.

You can search for the student via USN, CRSid or name.

Here you can amend any of the emergency contact's details, remove a contact or add a new one as required.