

In light of the recent wildfires, we want to ensure your current Emergency Contact information is on file with the District.

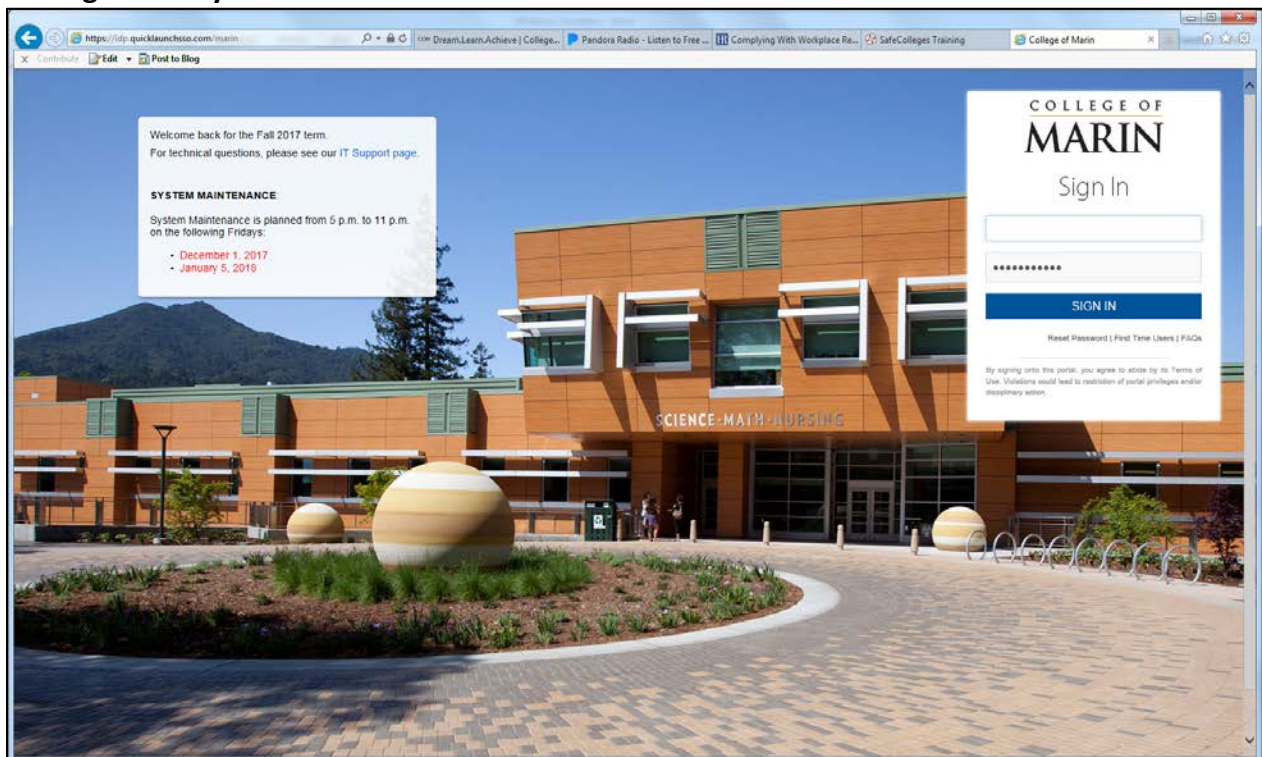
This information will be accessed by the Human Resources staff in the event of an emergency or crisis situations occurring on campus. We ask that you please take the time to update your emergency contact(s) on a regular basis.

Enclosed are instructions for how you can access and submit your contact information.

Getting Started

To begin, go to **MyCOM Portal** @ <https://mycom.marin.edu>

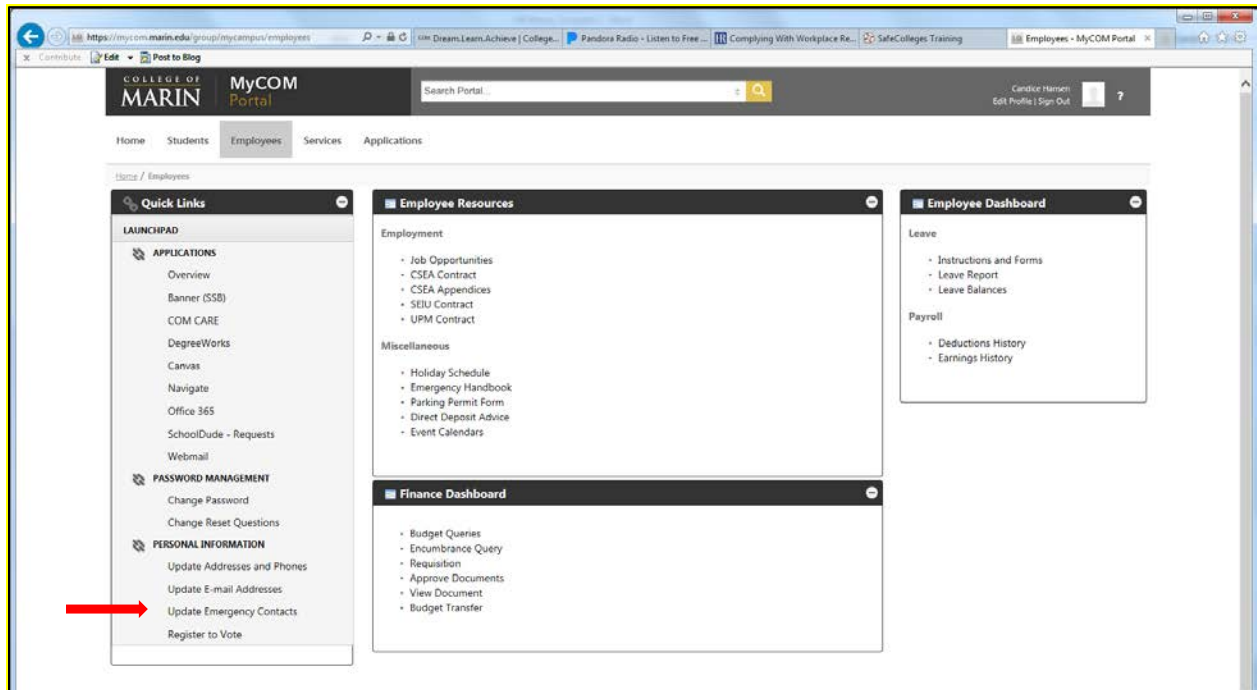
1. Log on to MyCOM Portal



Reminder:

- a. Use your network Username and Password to log in.
- b. If you forgot your password, kindly utilize the “Reset Password” feature noted just below the “Sign In” link.

- Once you are logged in, please refer to the left-hand side of the screen and click on “Employees”.
- Next, refer to the “Quick Links” section on the left-hand side of the screen (under heading); within the “Personal Information” section, click on “Update Emergency Contacts.”



- You will be prompted with the following screen below; please click on “New Contact” to set up your primary contact.



5. After clicking on “New Contact”, you will be prompted with the following screen:

COLLEGE OF
MARIN

Personal Information Student Employee

Search Go

RETURN TO MENU SITE MAP HELP

Update Emergency Contacts

Enter a new emergency contact. When finished, Submit Changes.

Remove Contact:

Order:

Relationship:

First Name:

Middle Name:

Last Name:

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

Zip or Postal Code:

Country:

Telephone:

Submit Changes Reset

You can assign a specific order preference for each contact by filling in the “Order” Text box line (for example: 1-primary, 2-alternate).

Additionally, please utilize the “Relationship” drop down menu to identify the applicable Status; if you wish to not identify, please select “Not applicable.”

Please click on “Submit Changes” to ensure your primary contact is saved.

6. Next, click on “New Contact” located under your first contact to set up your alternate.

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Search Go

RETURN TO MENU SITE MAP HELP

Update Emergency Contacts

Update a contact by selecting that contact and making the necessary changes.

Order	Name	Address and Phone	Relationship
1	TEST TEST	Not providing Kentfield, CA 20012 United States of America 415 457-8811	
2	New Contact		

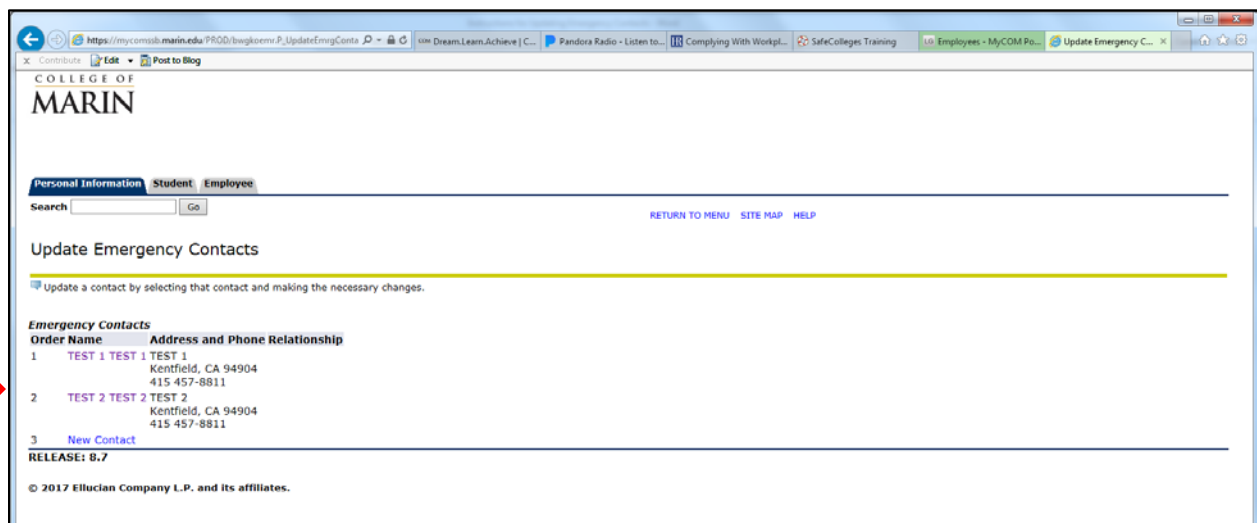
RELEASE: 8.7

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Repeat same steps for setting up your alternate contact (Step 5).

Please click on “Submit Changes” to ensure your alternate contact is saved.

Once you have successfully saved your contacts, you should see the following screen details confirming your status:



7. After saving at least two (2) contacts, you are all set.

Please note that you may change your contacts at any time by completing the same steps noted above; any changes made will be automatically updated via our Banner system thereafter.

If you have any questions please contact the Human Resources Department at x7340.

***Thank you,
Human Resources Team***