*How does a co-located charter school principal update their employee emergency contact phone numbers in the ISSP?*

Emergency contact information is necessary for several employees. The Emergency Contact Page can be viewed and edited by co-located charter school principals by clicking **Edit View**.
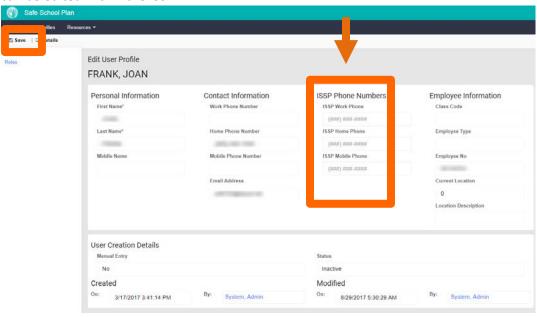
Please review the Emergency Contacts section for updates at the beginning of the new school year. Click the Check Emergency Contact Information check box once reviewed and updated *(See Data Input Emergency Phone Number: Figure 1)*.



*Data Input Emergency Phone Number: Figure 1*

Add employees to the Emergency Contacts page by selecting employees from the dropdown menu. Only employees with an LAUSD single sign-on account will appear in the dropdown menu. If charter employees are not in the dropdown, they must first complete the single sign-on process.

To add a missing phone number, click on a staff name, which opens the employee Edit User Profile window. Enter missing phone numbers in the ISSP Phone Numbers column and click on the **Save** button in the top left corner of the screen (*See Update Emergency Phone Number*: *Figure 2).* No other columns can be edited within the ISSP.



*Data Input Emergency Phone Number: Figure 2*

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