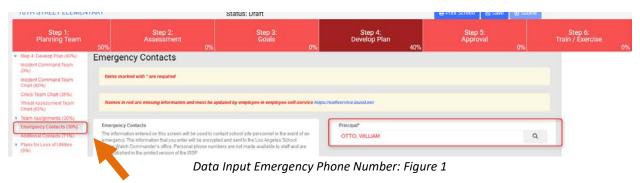


ISSP Quick Sheets Updating Emergency Contact Phone Numbers

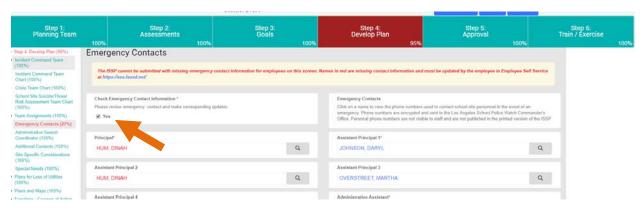
How do I update an employee's emergency contact phone numbers in the ISSP?

Emergency contact information is necessary for several employees. This group is listed in the Emergency Contacts section of Step 4. The ISSP data includes all phone numbers that have been entered in the Employee Self Service system for these critical employees. A work, home, and mobile phone number is required for every emergency contact employee. Emergency contact staff names displayed in red are missing at least one of the contact numbers (Emergency Phone Number: Figure 1). The ISSP will not submit if any phone number is missing for these employees.

Co-located charter school principals see only an Emergency Contacts page for their school in **edit view** and follow a similar process to update emergency contacts for their school.



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 2).



Data Input Emergency Phone Number: Figure 2

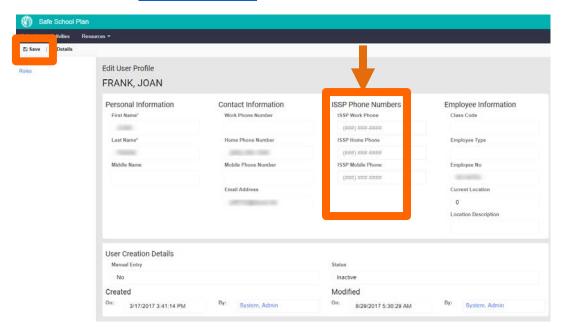


ISSP Quick Sheets Updating Emergency Contact Phone Numbers

Employees on the Emergency Contacts page that are missing phone numbers are displayed in red. LAUSD Employees should update their personal contact information in Employee Self Service at http://ess.lausd.net. The ESS system is not available to co-located charter school employees.

Users with editing access can add missing phone numbers directly to the ISSP for personnel listed on the Emergency Contacts page. To add a missing phone number, click on a <u>red</u> staff name, which opens the employee Edit User Profile window.

Enter missing phone numbers in the ISSP Phone Numbers column and click on the <u>Save</u> button in the top left corner of the screen (*See Update Emergency Phone Number: Figure 3*). No other columns of employee information can be edited within the ISSP and phone numbers entered in the ISSP will not feed into the Employee Self Service system. Employees are to update their contact information using the ESS link in the ISSP Resources tab or at http://ess.lausd.net.



Data Input Emergency Phone Number: Figure 3