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**To:** [Pullen, Chris](#)  
**Subject:** Emergency Contact Information  
**Date:** Tuesday, August 29, 2023 12:59:44 PM

# University Registrar's Office

Tuesday, August 29, 2023

## Emergency Contact Information

Dear Student,

All Yale students are strongly encouraged to review and update emergency contact information and to provide a personal phone number, preferably cell or mobile, to the University for use in emergency communications. In the event of an emergency, the number will allow Yale administrators to share information with you in a timely manner. Follow the steps below to register your personal phone number.

1. Log in to the [Yale Hub](#).
2. Navigate to the Personal Data menu and select Update Emergency Contacts.
3. Under Emergency Contacts, click "New Contact."
4. In the Relationship field, select "Self." Enter your name in the First Name and Last Name fields.
5. In the Phone Type field, select "Cell." Complete the Area and Phone Number fields without dashes or spaces.
6. Click "Submit Changes" at the bottom of the screen to save your information.

Thank you in advance for helping us prepare for emergency situations.

Sincerely,

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