Update Employee Emergency Contact Information

Your department will use emergency contact information to inform your family or designee if you are injured or involved in an emergency while working. To keep this information current, all Texas A&M University employees are urged to update their contact information each year. Follow these steps or contact your department’s HR Liaison for assistance.

1. Log on HRConnect via SSO <https://sso.tamu.edu>

2. Click “Personal Data”

3. Scroll to bottom of page and click “Edit/Update My Emergency Contact Information”

4. Edit information as needed and click “Update My Record”

5. Exit HRConnect

For questions please contact the HR Employee Benefits office at hrconnect@tamu.edu or 845-4105.

Texas A&M University
Human Resources Services
August 2005