

OPUS-Campus Solutions 9.2

Student Emergency Verification

- ⇒ Students are required to verify emergency information in OPUS for each semester they are enrolled
- ⇒ Information the student has entered in a prior semester is retained to help streamline the process

Students see Emergency Verification upon login 30 days prior to the start of the semester:

The screenshot shows the 'Emergency Verification' interface for user 0022365. The top navigation bar includes a 'Next >' button. A progress indicator on the left shows five steps: 1. Introduction (Visited), 2. Emergency Alert (Not Started), 3. Emergency Contacts (Not Started), 4. Missing Person Contacts (Not Started), and 5. Complete Task (Not Started). The main content area is titled 'Step 1 of 5: Introduction' and contains a welcome message and instructions: 'Welcome to Emory Emergency Verification!', 'In the event of an emergency on or near campus, we may need to contact you or someone close to you. Please take a moment to complete this important task.', and a list of instructions: 'When you are done with a step, click Confirm.', 'To advance to the next step, click >.', and 'To return to a previous step, click <.'.

Navigating the Emergency Verification Task:

The diagram illustrates the navigation process through the Emergency Verification task. It shows a sequence of screenshots and callouts:

- Student's task progress:** A callout box pointing to the progress indicator in the screenshot below.
- Step 3 of 5: Emergency Contacts:** The screenshot shows the 'Emergency Contacts' step. A table lists existing contacts:

Contact	Phone	Preferred
James Dooley	78781236543	✓
Claire Dooley	456/123-6543	

- Select + to add a new contact:** A callout box pointing to the '+' icon in the top left of the contact table.
- Select an existing contact to edit it:** A callout box pointing to the right arrow icon next to the 'James Dooley' contact.
- Edit Contact Form:** A screenshot of the 'Edit Contact' form for James Dooley, showing fields for Name, Relationship, Primary Phone Number, Country Code, Phone Number, and Extension.
- Confirm:** A callout box pointing to the 'Confirm' button in the top right of the contact table.
- Navigation Callouts:** Two callout boxes at the top point to the '< Previous' and 'Next >' buttons in the navigation bar. The '< Previous' callout says 'goes back to previous step' and the 'Next >' callout says 'advances to next step'.
- Confirm Confirmation:** A callout box on the right says 'confirm after page information has been reviewed and updated if necessary'.