

Quick Guide Instructions to add/update your emergency contacts.

Login to SmartER. Under the Staff Tab on the Rockford website: www.rockford.k12.mn.us

Click on Pay and Personal Information

Click on About me

Click on Emergency Contacts

The screenshot shows the top navigation bar of the SmartER system. The breadcrumb trail is: [Announcements](#) > [Pay and Personal Information](#). Below this, a row of tabs includes 'Pay and Personal Information' (active), 'Requests and Approvals', 'Reports', and 'Other'. Under 'Pay and Personal Information', there are sub-tabs: 'My Pay', 'My Benefits', 'My Tax Information', 'About Me' (active), 'My Credentials', and 'My Profile'. To the right of the 'About Me' sub-tab, a dropdown menu is open, showing options: 'Employee Information', 'Emergency Contacts' (highlighted), and 'Dependents'. Below the navigation bar, a secondary menu shows 'Announcements', 'Notifications', 'District', and 'Forms'. Under 'Announcements', it says 'No Records Found'.

Add Contact information or Click ADD NEW to add a new contact. Remember to click SAVE.

The screenshot shows the 'Emergency Contacts' form. The breadcrumb trail is: [Announcements](#) > [Pay and Personal Information](#) > [About Me](#) > [Emergency Contacts](#). The navigation tabs are the same as in the previous screenshot. The form title is 'Emergency Contacts'. It contains the following fields: 'Contact Name' (highlighted with a red background), 'Address' (two stacked text boxes), 'City', 'Country' (dropdown), 'State/Prov' (dropdown), 'Postal Code', 'Home Phone', 'Office Telephone' (with an 'Ext.' field), 'Mobile Phone', 'Relationship' (dropdown), and 'Call Priority'. At the bottom, a red message states: 'Fields with a colored background need to be entered before saving.' Below this message are two buttons: 'Save' (with a green checkmark icon) and 'Cancel' (with a red X icon).