



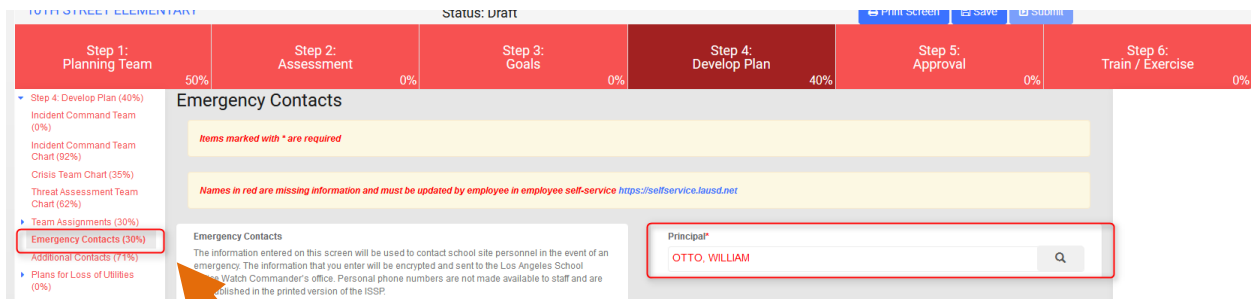
ISSP Quick Sheets

Updating Emergency Contact Phone Numbers

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

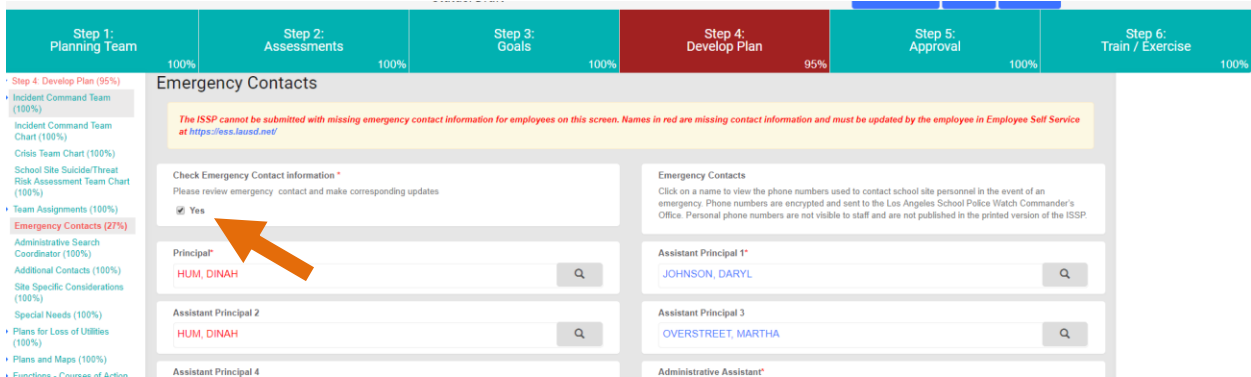
Emergency contact information is necessary for several employees. This group is listed in the Emergency Contacts section of Step 4. The ISSP data includes all phone numbers that have been entered in the Employee Self Service system for these critical employees. Emergency contact staff names displayed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



Data Input Emergency Phone Number: Figure 1

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>.

Users with editing access can instead 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 **red** staff name, which opens the employee Edit User Profile window.

Enter missing phone numbers in the ISSP Phone Numbers column and click on the **Save** 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>.

The screenshot shows the 'Edit User Profile' interface for 'FRANK, JOAN'. The 'ISSP Phone Numbers' section is highlighted with an orange box and an arrow. The 'Save' button is also highlighted with an orange box. The form includes sections for Personal Information, Contact Information, Employee Information, and User Creation Details.

Personal Information	Contact Information	ISSP Phone Numbers	Employee Information
First Name*	Work Phone Number	ISSP Work Phone (###) ###-####	Class Code
Last Name*	Home Phone Number	ISSP Home Phone (###) ###-####	Employee Type
Middle Name	Mobile Phone Number	ISSP Mobile Phone (###) ###-####	Employee No
	Email Address		Current Location
			0
			Location Description

User Creation Details

Manual Entry	Status
No	Inactive
Created	Modified
On: 3/17/2017 3:41:14 PM	On: 8/29/2017 5:30:29 AM
By: System, Admin	By: System, Admin

Data Input Emergency Phone Number: Figure 3