

## Editing Mobile Contact Information in eIACUC

Personnel listed as Emergency Contacts in eIACUC will need to update their Mobile Phone numbers so they can be reached in case of emergency.

A general Emergency Contact list for the entire lab is located within the PI Library. The personnel included in this list are available for selection as Emergency Contact personnel within each protocol. To edit this list, click "Edit Lab Members:"

My Home **PI Labs** Animal Operations IACUC Studies Procedures Substances Committee Researcher Pr  
PI Labs > Mandy Kozlowski Lab Components

### Manage:

Administration

**Edit Lab Members**

Create Personnel  
Amendment(s)

Batch Amend Procedures or  
Substances

Create Substance

Create Procedure

Create IACUC Study

Lab PI: Mandy Kozlowski

**Members** Substances Procedures Protocols Member Training

### Lab Members

Lab Member	Title
Barajas, Elizabeth	IACUC Coordinator
Bittner, Stefanie	IACUC Coordinator
Dunlap, Jeremiah	
Funk, Jesse	Senior Operations Analyst
Kozlowski, Mandy J	IACUC Director

### Lab Editors

Name	Work Phone	Email
Jesse Funk	312-503-0245	j-funk@northwestern.edu

### Emergency Contacts

Name	Work Phone	Mobile Phone	E-mail	Notes
Jesse Funk	312-503-0245	555-555-1212	j-funk@northwestern.edu	

Protocol-specific Emergency Contact personnel are then displayed on the first page of each protocol:

### Study Identification

1.0 \* Protocol Title (This must match the grant/project title exactly.)

Test Protocol

2.0 Principal Investigator:

Mandy Kozlowski

Co-Investigator (optional):

Select...

3.0

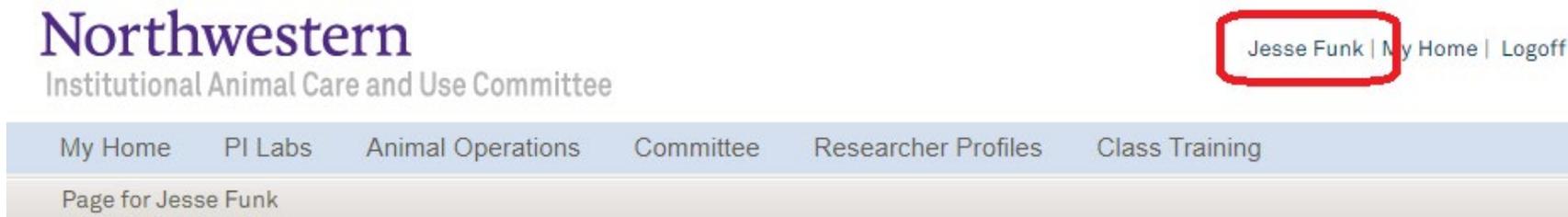
Emergency Contacts:

Add

Name	Title	Mobile Phone Number
Jesse Funk	Senior Operations Analyst	555-555-1212

## Editing Mobile Contact Information in eIACUC

To enter your mobile phone number and have it displayed in the Emergency Contact field, click your name in the upper right-hand corner of the screen after logging in:



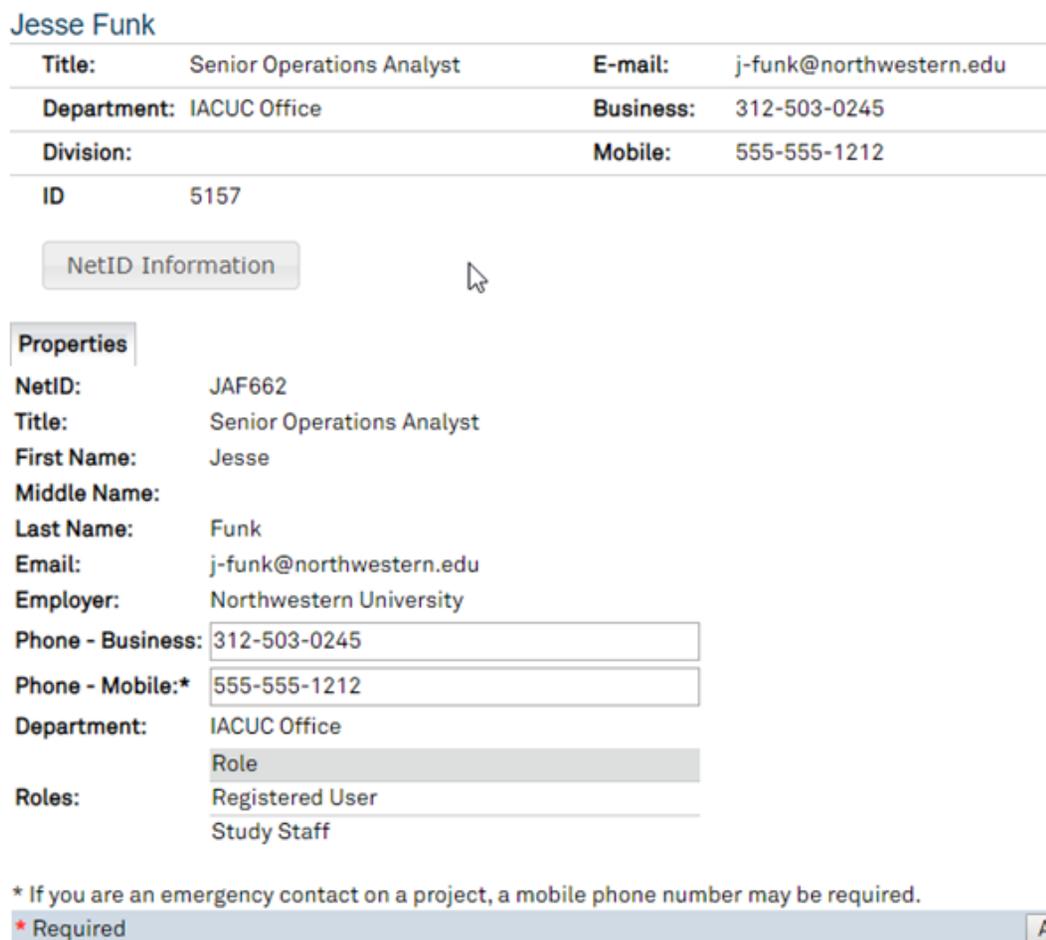
Northwestern  
Institutional Animal Care and Use Committee

Jesse Funk | My Home | Logoff

My Home PI Labs Animal Operations Committee Researcher Profiles Class Training

Page for Jesse Funk

You will then see the screen below and be able to edit both your Business/Office and Mobile phone numbers:



**Jesse Funk**

<b>Title:</b>	Senior Operations Analyst	<b>E-mail:</b>	j-funk@northwestern.edu
<b>Department:</b>	IACUC Office	<b>Business:</b>	312-503-0245
<b>Division:</b>		<b>Mobile:</b>	555-555-1212
<b>ID</b>	5157		

NetID Information

**Properties**

**NetID:** JAF662  
**Title:** Senior Operations Analyst  
**First Name:** Jesse  
**Middle Name:**  
**Last Name:** Funk  
**Email:** j-funk@northwestern.edu  
**Employer:** Northwestern University  
**Phone - Business:**   
**Phone - Mobile:\***   
**Department:** IACUC Office  
**Role:**   
**Roles:** Registered User  
Study Staff

\* If you are an emergency contact on a project, a mobile phone number may be required.  
\* Required

## Editing Mobile Contact Information in eIACUC

Click “Apply” after you have entered your mobile number (and if you wish to edit your Business/Office phone).

Confirm that your mobile number has been saved by navigating to the PI Library or the specific protocol you are editing and check the Emergency Contact listings on the first page of the protocol, “Study Identification.”

Please contact the IACUC Office with any questions at [acuc@northwestern.edu](mailto:acuc@northwestern.edu)