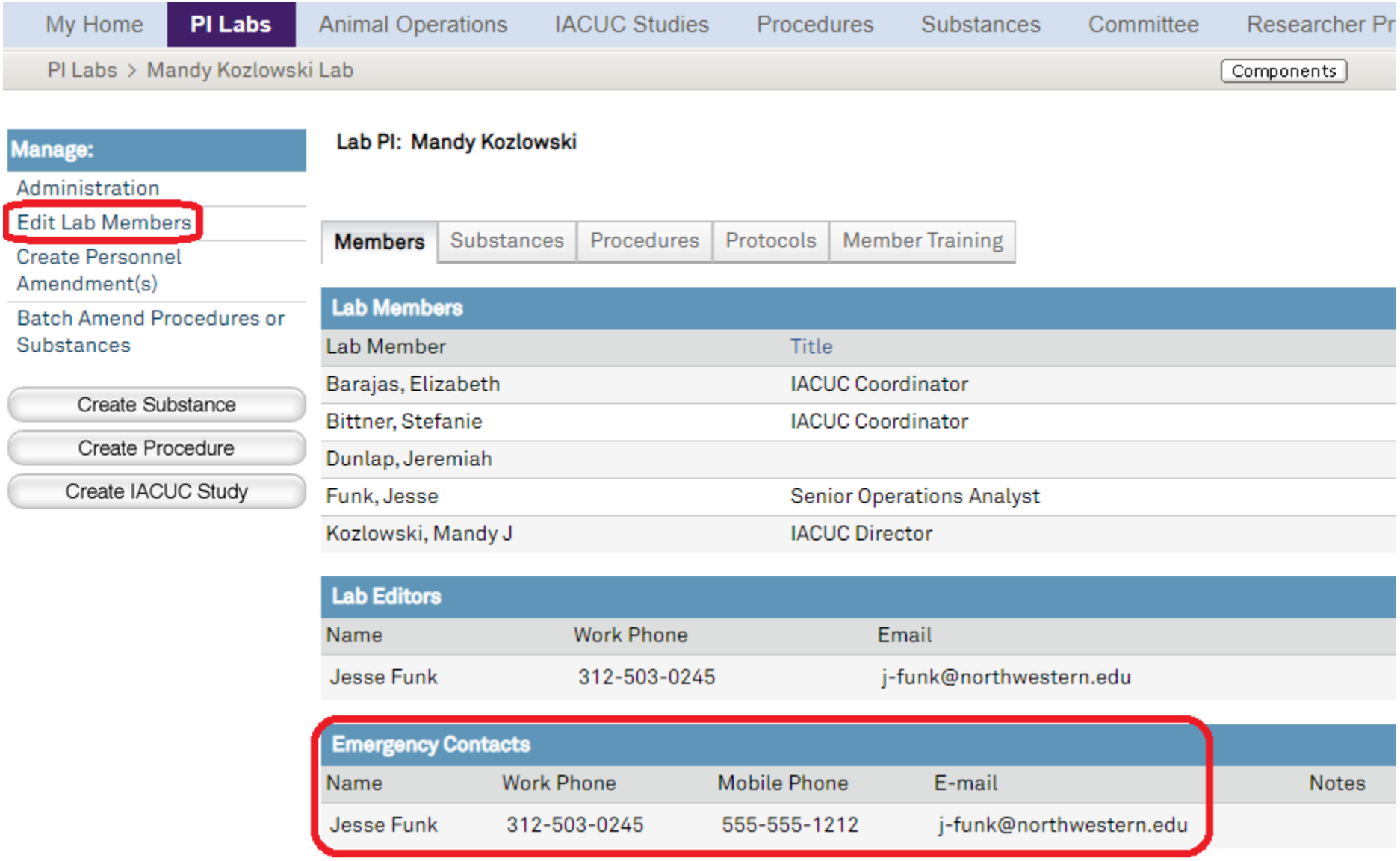
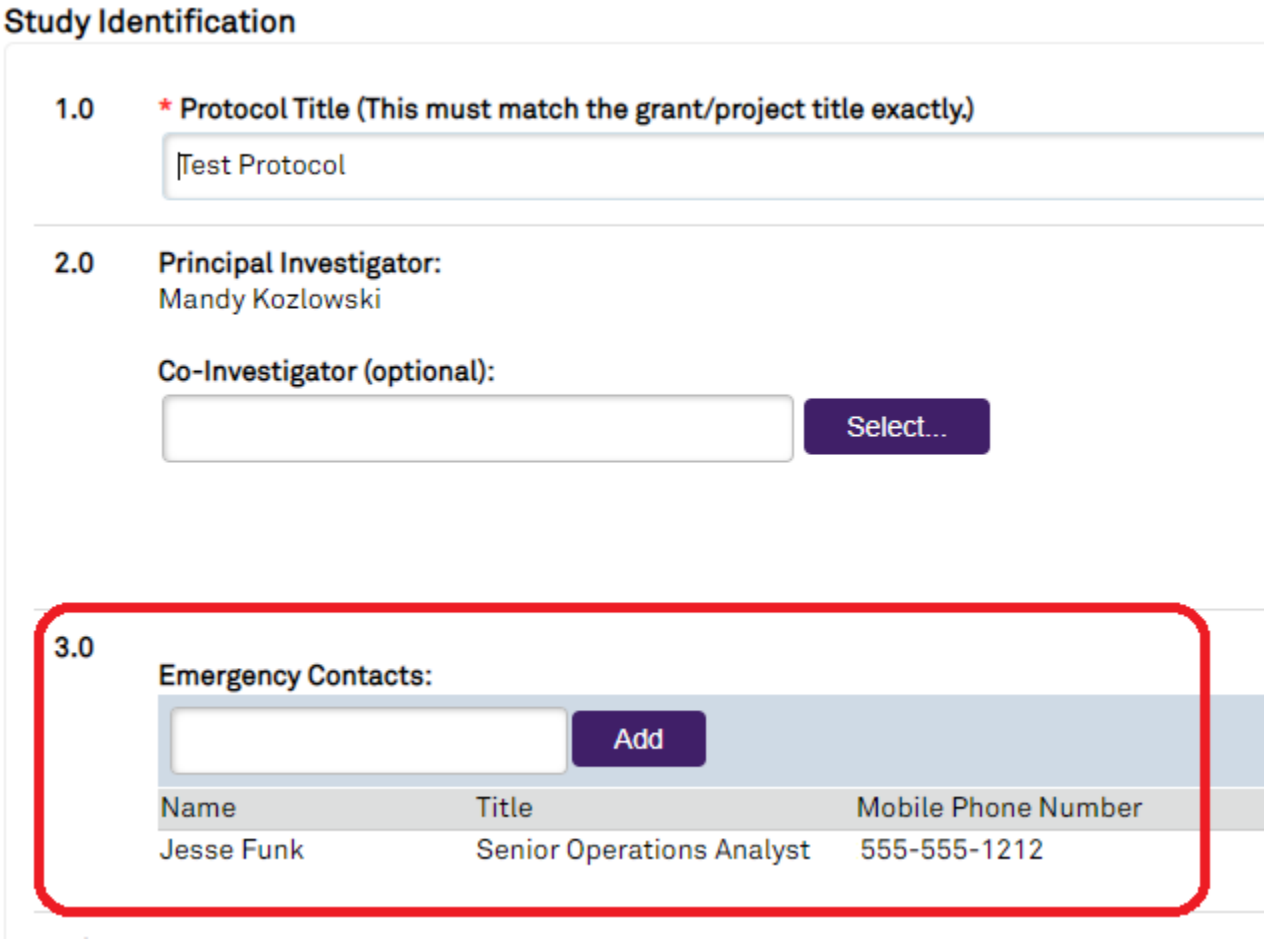
Editing Mobile Contact Information in eIACUC

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:”

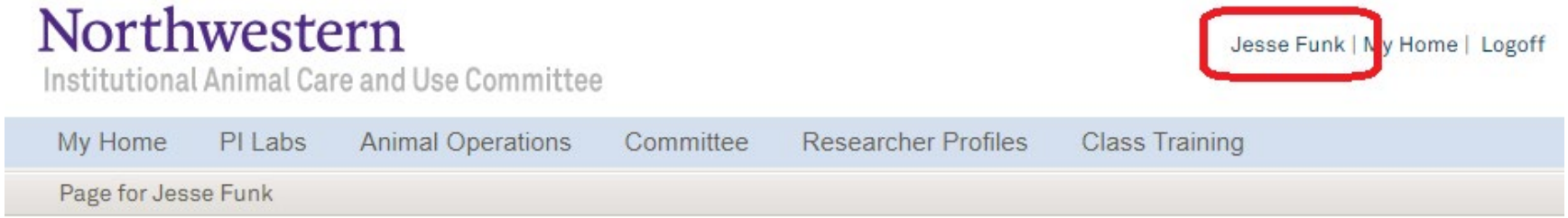


Protocol-specific Emergency Contact personnel are then displayed on the first page of each protocol:

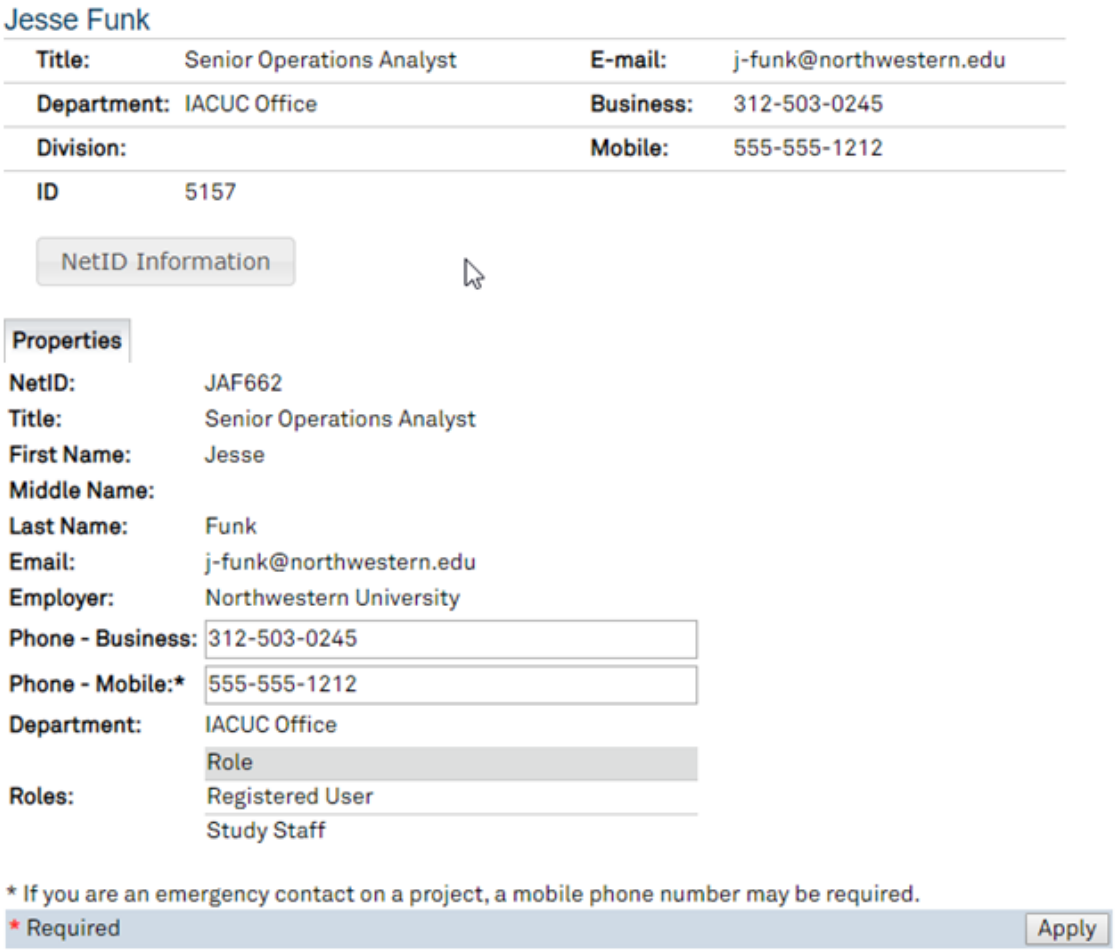


Editing Mobile Contact Information in eIACUC

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:



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



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