

Connect MSS – Review Team Family & Emergency Contacts

1. Select **My Team** to display your manager functions.
2. Click the **Show More** button.

Good afternoon, Arya Stark!

Me **My Team** My Client Groups Benefits Administration Risk Management Sales Service Knowledge >

QUICK ACTIONS

- Change Manager
- Seniority Dates
- Transfer
- Employment Contracts
- Employee Summary
- Promote
- Employment Info
- Add Assignment

APPS

- My Team
- Onboarding
- Hiring
- Performance Overview
- Career Overview
- Performance
- Talent Review
- Learning
- Users and Roles
- New Person
- Workforce Compensation
- Workforce Modeling
- Workforce Predictions
- Personal Brand
- +

Show More

3. Click the **Family and Emergency Contacts** tile.

The screenshot displays the MSS user interface with a navigation bar at the top containing the following tabs: Me, My Team, My Client Groups, Benefits Administration, Risk Management, Sales, Service, and Knowledge. Below the navigation bar is a 'Show Less' link. The main content area is titled 'Employment' and contains a grid of 28 tiles. The tile 'Family and Emergency Contacts' is highlighted with a red rectangular box. The other tiles in the grid include: Change Manager, Seniority Dates, Transfer, Employment Contracts, Employee Summary, Promote, Employment Info, Add Assignment, Change Assignment, Document Records, Termination, Direct Reports, Change Location, Create Vacancy, Change Working Hours, Share Data Access, Share Personal Info, Manage User Account, Change Legal Employer, Additional Assignment Info, Local and Global Transfer, Change Legal Employer Dashboard, Document Delivery Preferences, Eligible Jobs, Edit Work Relationship, Create Work Relationship, Cancel Work Relationship, Allocate Checklists, Person Identifiers for External Applications, Personal Details, Identification Info, Contact Info, and Change Photo.

- Click on a person under the **Direct Reports** section or search in the **search box** if needed.

Family and Emergency Contacts

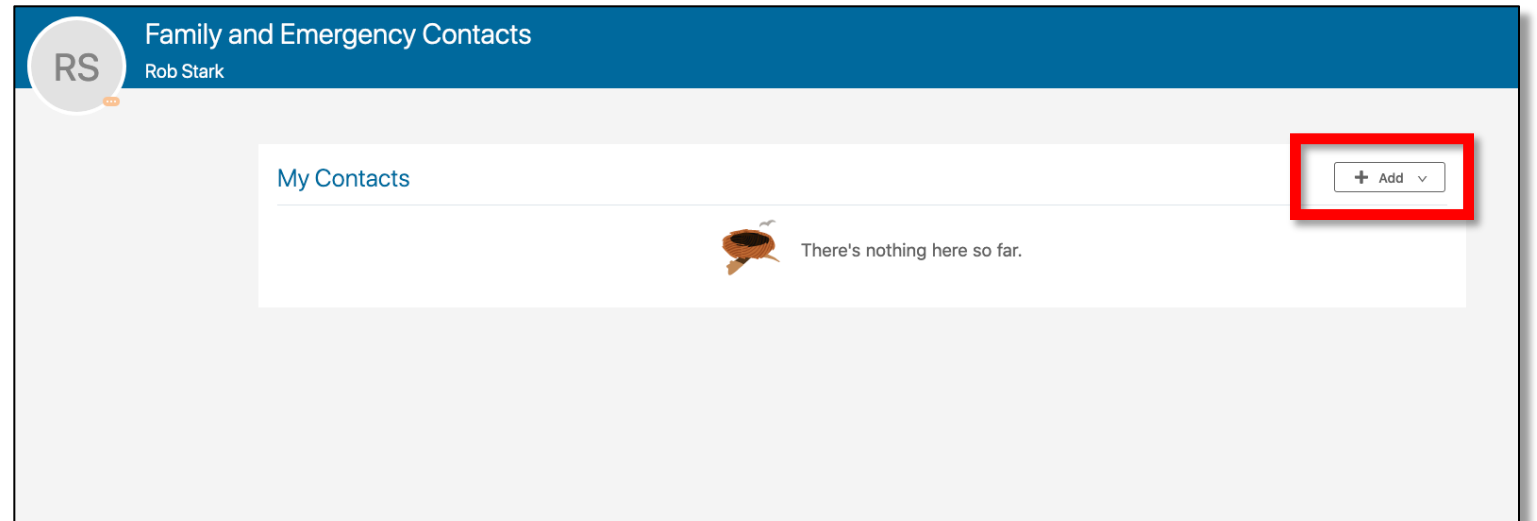
Search for a Person

Direct Reports

BT	Brienne Tarth REGISTERED DIETITIAN SR	
ES	Eddard Stark REGISTERED DIETITIAN SR	cmhatest20+nstark@gmail.com
KD	Khal Drogo REGISTERED DIETITIAN SR	chary.morales@metaformers.com
LT	Loras Tyrell REGISTERED DIETITIAN SR	LTyrell+cmhatest20@gmail.com
RS	Rob Stark REGISTERED DIETITIAN SR	cmhatest20+rstark@gmail.com
YG	Yara Greyjoy REGISTERED DIETITIAN SR	

5. Contacts will appear in the **My Contacts** section.

6. To add a new contact for the employee, use the **Add** button.



7. If desired, additional options can be presented by clicking on the **More Information** button which is located below the employee image.

End of Procedure

