

UNIVERSITY OF TWENTE.

HOW TO ADD OR DELETE AN ICE ADDRESS IN OSIRIS STUDENT

IN THIS MANUAL, YOU CAN CHECK IN 5 STEPS HOW YOU CAN ADD ICE (IN CASE OF EMERGENCY) DATA IN OSIRIS.

STEP 1

Log in at Osiris Student, use the menu to go to 'My details' and click on 'Contact details'



STEP 2

Scroll down to fill in your ICE address details by clicking on '✎' and 'Save'.

A screenshot of the 'In Case of Emergency address' form. The form has a title 'In Case of Emergency address' with an edit icon (pencil) on the right. The form fields are: 'Street name*' with the value 'Longhill Road'; 'House number*' with the value '1'; 'Addition' and 'Supplement' fields are empty; 'Postal code*' with the value 'SE6 1TU'; 'City*' with the value 'London'; 'Country*' with a dropdown menu showing 'Great Britain' and a close icon (X); and 'Phone' with the value '+1234567890'. At the bottom right are two buttons: 'CANCEL' and 'SAVE'.

In Case of Emergency address

Street name*

Longhill Road

House number* Addition Supplement

1

Postal code* City*

SE6 1TU London

Country*

Great Britain

Phone

+1234567890

CANCEL SAVE

STEP 3

The default setting for giving permission to use your ICE address details in case of emergency is set to 'No'. By clicking on '✎' you can change this to 'Yes'.

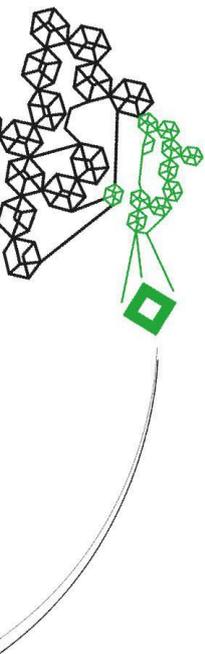
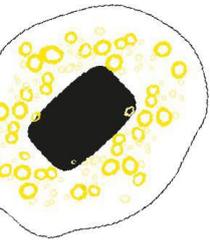
The screenshot shows a form titled "In Case of Emergency address" with the following fields: Street name* (Longhill Road), House number* (1), Addition, Supplement, Postal code* (SE6 1TU), City* (London), Country* (Great Britain), Phone (+1-234567890), and a dropdown menu for "In Case of Emergency" (Do you give permission to use ICE data in case of emergency?) currently set to "No". A modal dialog titled "Select an option" is open, showing "No" and "Yes" options, with "Yes" highlighted. A "CANCEL" button is visible at the bottom of the modal. At the bottom of the form, there are "CANCEL" and "SAVE" buttons.

STEP 4

After filling in the details and giving permission to use ICE data in case of emergency, click on 'Save'.

The screenshot shows the same form as in Step 3, but with all fields filled: Street name* (Longhill Road), House number* (1), Addition, Supplement, Postal code* (SE6 1TU), City* (London), Country* (Great Britain), Phone (+1-234567890), and the "In Case of Emergency" dropdown menu now set to "Yes". The "Name of ICE contact" field is filled with "Miss", and "How is this person related to you?" is filled with "Mother". The "Other relevant info you think UT needs to know ICE" field contains "Allergic to". At the bottom, there are "CANCEL" and "SAVE" buttons.

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STEP 5

To delete or change the ICE address, click on '✎' and change the box for giving permission to use ICE data in case of emergency to 'No'. You can then clear all the ICE data fields. Street name, house number, postal code, city, and the country still have to be filled in.

Please note that there are some required data fields. You can enter a bullet/dot to fill in these fields.

In Case of Emergency address

Street name

.

House number

1

Addition

Supplement

Postal code

.

City

Country

Great Britain

Phone

In Case of Emergency

Do you give permission to use ICE data in case of emergency?

No

Name of ICE contact

How is this person related to you?

Other relevant info you think UT needs to know ICE