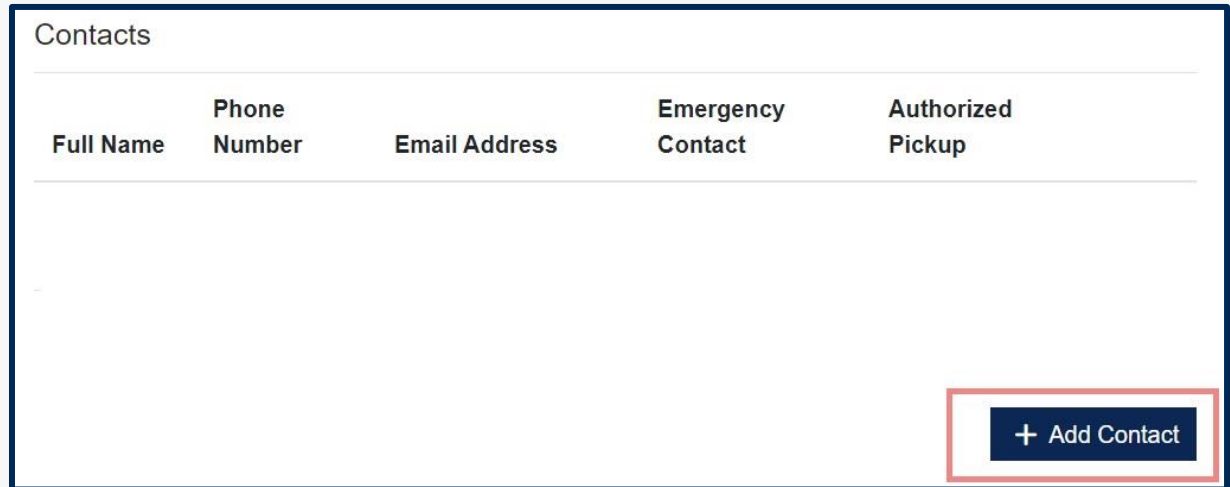


CONTACTS | WVUGO ACCOUNT SET UP

Adding emergency contacts and authorized pickup will save time during registration for programs that utilize these requirements (i.e. summer camp registrations).

1. Log into WVUGo using your credentials.
2. Click on your profile (*username and picture located in upper right-hand corner*)
3. Scroll down until you see contacts. This is located right underneath the option to view your family members.
4. Select add contact and input the required fields. (See photo)
5. Select save. After a successful addition, you will begin to see your contacts listed underneath this section



Contacts

Full Name	Phone Number	Email Address	Emergency Contact	Authorized Pickup
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[+ Add Contact](#)