Setting Up Emergency Contact & Missing Person Contacts
Part 1: Emergency Contacts

• The next 4 slides will show you step by step how to create your Emergency Contacts in your Banner Self Service account.

• Your Emergency Contact(s) should be a person/people that the College could contact in the event of an emergency situation.
Please visit [https://selfservice.siena.edu](https://selfservice.siena.edu) for access to Banner Self Service.
Enter your User ID and PIN to login.
Once you’ve logged into your home screen, Click on “Personal Information” in the top left corner.
Click on “Update Emergency Contacts”
Step 4: Select “New Contact”
Step 5: For “Order” #1 – This person should be your primary emergency contact. Once you’ve entered and verified all information, click “Submit Changes” at the bottom.
Verification: You should now have your Emergency Contacts as #1 with the appropriate name, address and relationship. You can add as many emergency contacts as you want (most students have 1 or 2).
Part 2: Missing Person Contact

• The next 4 slides will show you step by step how to create your Missing Person Contact in Web for Students.
Step 1: Click on “Update Emergency Contacts”
Step 2: Select “New Contact”
Step 3: For “Order” – Please make your Missing Person Contact the LAST in your order (i.e. if you have two (2) emergency contacts, you will make your Missing Person Contact Order: 3.

For “Relationship” – Please select “Missing Person” from the Drop-Down Menu.

Once you’ve entered and verified all information, click “Submit Changes” at the bottom.
Verification: You should now see your last contact as your “Missing Person” Contact. “Missing Person” should appear as the “Relationship”.
You’re all set!

• This completes the process!
• If you have any questions or experience any difficulty in completing this process, please call the Office of Community Living at 518-783-2919 and we can assist you.