Emergency Contact & Missing Person Contact Setup Instructions
Part 1: Adding Emergency Contacts

1. **LOGIN TO BANNER SELF-SERVICE**
   Please [click here](#) to log into your Banner Self Service “Personal Information” page.

2. **SCROLL TO EMERGENCY CONTACT SECTION**
   On the main page, the “Emergency Contact” section is the 5th row of data as you scroll down.

3. **CLICK “ADD NEW”**
   From the far right side of the screen click “Add New” and a pop-up window will appear.

4. **COMPLETE AT LEAST 2 EMERGENCY CONTACTS**
   Complete all fields for your emergency contact (name, relationship, cell phone number, email address, home address, etc. Click the green “Add” button from the bottom when done.
Part 2: Adding Missing Person Contact(s)

- **Click here** to login to your Banner Self Service Personal Information Page
- Scroll down to the “Emergency Contact” section and click “Add New” from the right hand side
- The “Order” for this contact should be the last contact (i.e. highest number), as Emergency Contacts need to be listed first
- Enter all information for at least one person whom we should contact in the event that College staff are unable to locate you.
- In the Drop-Down menu for “Relationship”, you **must** select “Missing Person” for this contact!
  - Your missing person contact can be the same as your emergency contact, but you must re-enter all their information and select “Missing Person” from the “Relationship” drop-down
Questions?

Email studentlife@siena.edu and we can assist you!