

An aerial photograph of a large, multi-story brick building, identified as Siena College. The building features a prominent central portico with four white columns and a pediment. Above the portico, the words "SIENA COLLEGE" are visible. A central tower with a golden dome rises from the building. The building is surrounded by lush green trees and other campus structures in the background. The entire image has a semi-transparent green overlay.

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!