

Setting Up Emergency Contact & Missing Person Contacts



Part 1: Emergency Contacts

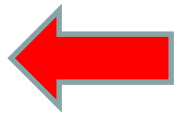
- The next 4 slides will show you step by step how to create your Emergency Contacts in your Banner Self Service account.
- Your Emergency Contact(s) should be a person/people that the College could contact in the event of an emergency situation.



Please visit <https://selfservice.siena.edu> for access to Banner Self Service

[Enter Secure Area - For Access to Self Service Products](#)

- [Apply for Admission](#)
- [General Financial Aid](#)
- [Campus Directory](#)
- [Class Schedule](#)
- [Course Catalog](#)
- [Alumni & Friends](#)
- [Having trouble logging in or viewing a schedule?](#)



Click on "Enter Secure Area – For Access to Self Service Products"

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HELP EXIT

User Login

The Siena College Information System is **unavailable** between **12:30am** and **1:30am**.



Due to new security enhancements, you will be prompted to change your pin and security questions the first time you login.



Forgot your PIN? Enter your User ID and click the Forgot PIN button below. If you are still experiencing issues logging in, please call the helpdesk at 518-782-6000.

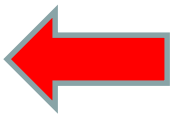
NOTE: Your account will be locked after 5 failed login attempts. Please use Forgot PIN if you can't log in.



By signing onto Self Service, you agree to abide by the terms of the College's Computing Use Policy and to protect the confidentiality of the data contained in this electronic system. If you are an employee, you are prohibited from disclosing this data to a non-employee or to an employee who is not authorized to receive it. Whether you are a student or employee, you cannot provide anyone with your login information to access this system. Abuse of the privilege to access this system and/or unauthorized disclosure of the information contained within it may result in a permanent revocation of your privilege to use this system.

User ID:

PIN:



Enter your User ID and PIN to login.

Login

Forgot PIN?

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Search Go

Welcome, , to the Siena College WWW Information System! Last web access on Nov 09, 2015 at 07:50 pm

Student Services

Apply for Admission, Register, View your academic records and Financial Aid

Alumni Services

Find a classmate; Communicate with your alma mater; Send a class note; Review your directory profile; Make a pledge; Make a gift.

Faculty & Advisors

Display advisee information including CAPP, Transcripts, Grades and contact numbers; Display your rosters; and Enter grades.
For help, please contact [Peter Ellard](#) - 783-2307. For help navigation tips, click [here](#).

Personal Information

View your address(es), phone number(s), e-mail address(es), emergency contact information; Change your PIN; Apply for parking permits and view parking citations.

Financial Aid

Review Financial Aid messages, requirements, and award information

Make a Gift

Use your Visa or MasterCard to make a gift today.

[Return to Homepage](#)

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Once you've logged into your home screen, Click on **“Personal Information”** in the top left corner.



- Personal Information
- Student Services
- Financial Aid
- Faculty Services
- Employee Services
- Alumni and Friends

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Personal Information Menu

- Change PIN
- Change Security Question
- View Address(es) and Phone(s)
- View E-mail Address(es)
- View Emergency Contacts
- Update Emergency Contacts
- Name Change Information
- Answer a Survey
- Bosscars - Parking Permits and Citations (Resident Freshmen are NOT permitted to have cars)
*Please use Chrome or Firefox when printing parking permits.
- Community Life (Housing Director Self Service)



Click on "Update Emergency Contacts"

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- Personal Information
- Student Services
- Financial Aid
- Faculty Services
- Employee Services
- Alumni and Friends

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Update Emergency Contacts - Select Contact

Your current emergency contact information is listed below. To update a contact, click the name of the contact you wish to update. To add a new contact, click New Contact.

All students are required to review and update their emergency contact information annually.

GENERAL EMERGENCY CONTACT -- please review your general emergency contact information listed below. To update an existing contact, please click on the name of the contact. To add a new contact, click New Contact.

MISSING PERSON CONTACT -- In addition to registering a General Emergency Contact, students residing in on-campus housing have the option of registering confidentially a person or persons to be contacted by Siena College in the event the students has been determined to be missing for more than 24 hours. Students may identify the same individual as both a MISSING PERSON CONTACT and a GENERAL EMERGENCY CONTACT. **When entering a MISSING PERSON CONTACT, please select MISSING PERSON CONTACT as the relationship.** A students confidential MISSING PERSON CONTACT information will only be accessible to authorized college officials and law enforcement personnel in the course of an investigation. Please refer to the full Missing Person Policy in Siena Life (www.siena.edu/sienalife). A link to the policy is also available on the Public Safety webpage (www.siena.edu/publicsafety).

Students, once you have reviewed and updated your emergency and missing persons contact information for this academic year, please click Student Services at the bottom of the form to continue.

Emergency Contacts

Order Name	Address and Phone	Relationship
1	New Contact	

Step 4: Select "New Contact"

[\[View Emergency Contacts \]](#)

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Search Go

Update Emergency Contacts

Enter a new emergency contact below. When finished, click Submit Changes.

Remove Contact:

Order: ←

Relationship:

First Name:

Middle Name:

Last Name:

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

Zip or Postal Code:

Country:

Area Code	Phone Number	Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>

Submit Changes Reset

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.



Search Go

Update Emergency Contacts - Select Contact

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Students, once you have reviewed and updated your emergency and missing persons contact information for this academic year, please click Student Services at the bottom of the form to continue.

Emergency Contacts

Order	Name	Address and Phone	Relationship
1	Person #1	Address Line 1 City, State, ZIP CELL PHONE	Father
2			
3			
4	New Contact		

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).

[View Emergency Contacts]

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.



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- Financial Aid
- Faculty Services
- Employee Services
- Alumni and Friends

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Personal Information Menu

- Change PIN
- Change Security Question
- View Address(es) and Phone(s)
- View E-mail Address(es)
- View Emergency Contacts
- Update Emergency Contacts
- Name Change Information
- Answer a Survey
- Bosscars - Parking Permits and Citations (Resident Freshmen are NOT permitted to have cars)
*Please use Chrome or Firefox when printing parking permits.
- Community Life (Housing Director Self Service)



Step 1: Click on "Update Emergency Contacts"

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Update Emergency Contacts - Select Contact

Your current emergency contact information is listed below. To update a contact, click the name of the contact you wish to update. To add a new contact, click New Contact.

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Students, once you have reviewed and updated your emergency and missing persons contact information for this academic year, please click Student Services at the bottom of the form to continue.

Emergency Contacts

Order	Name	Address and Phone	Relationship
1	Person #1	Address Line 1 City, State, ZIP CELL PHONE	Father
2			
3			
4	New Contact		

Step 2: Select "New Contact"



[View Emergency Contacts]

Search Go

Update Emergency Contacts

Enter a new emergency contact below. When finished, click Submit Changes.

Remove Contact:

Order: ←

Relationship:

First Name:

Middle Name:

Last Name:

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

Zip or Postal Code:

Country:

Area Code	Phone Number	Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>

Submit Changes Reset

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.



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Students, once you have reviewed and updated your emergency and missing persons contact information for this academic year, please click Student Services at the bottom of the form to continue.

Emergency Contacts

Order	Name	Address and Phone	Relationship
1	Person #1	Address Line 1 City, State, ZIP CELL PHONE	Father
2	Person #2	Address Line 1 City, State, ZIP CELL PHONE	Mother
3	Person #3	Address Line 1 City, State, ZIP CELL PHONE	Missing Person
4	New Contact		

Verification: You should now see your last contact as your "Missing Person" Contact. "Missing Person" should appear as the "Relationship".

[[View Emergency Contacts](#)]

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.