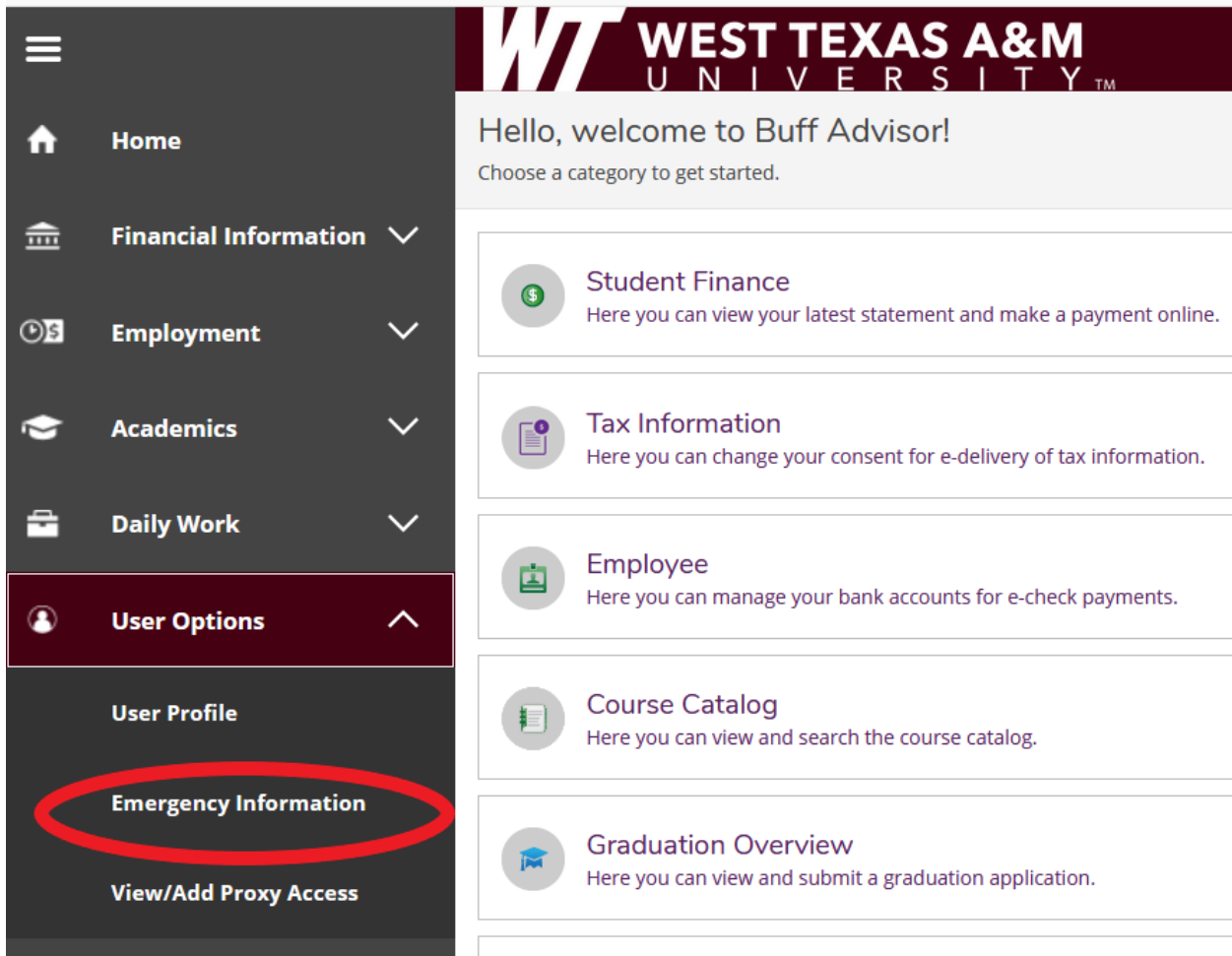


Log into MyBuff Portal and navigate to Buff Advisor



Click on Your Name in the upper right to get the drop down menu. Click on Emergency Information.



Student Finance Student Planning

Emergency Information

Confirm Emergency Information

Last Confirmed On:

I confirm that this information is accurate and current as of today. Confirm

Emergency Contacts

+ Add New Contact

BUCKY BUFFALO
UNCLE

Daytime Phone: 555-555-5555
Evening Phone: 555-555-5555
Other Phone: 555-555-5555
Address: #1 Russell Long Blvd, Canyon, TX 79015
Effective Date: 9/25/2015
Emergency Contact:
Missing Person Contact:

x

Review your current Emergency Contact information. If you need to make any changes to that person's contact information, Click the circle with the pencil to edit.

If you need to add additional emergency contacts then click the circle with the plus to enter their information.

Emergency Contact Information

Name:

Relationship:

Daytime Phone:

Evening Phone:

Other Phone:

Address:

Effective Date:

Emergency Contact:

Missing Person Contact:

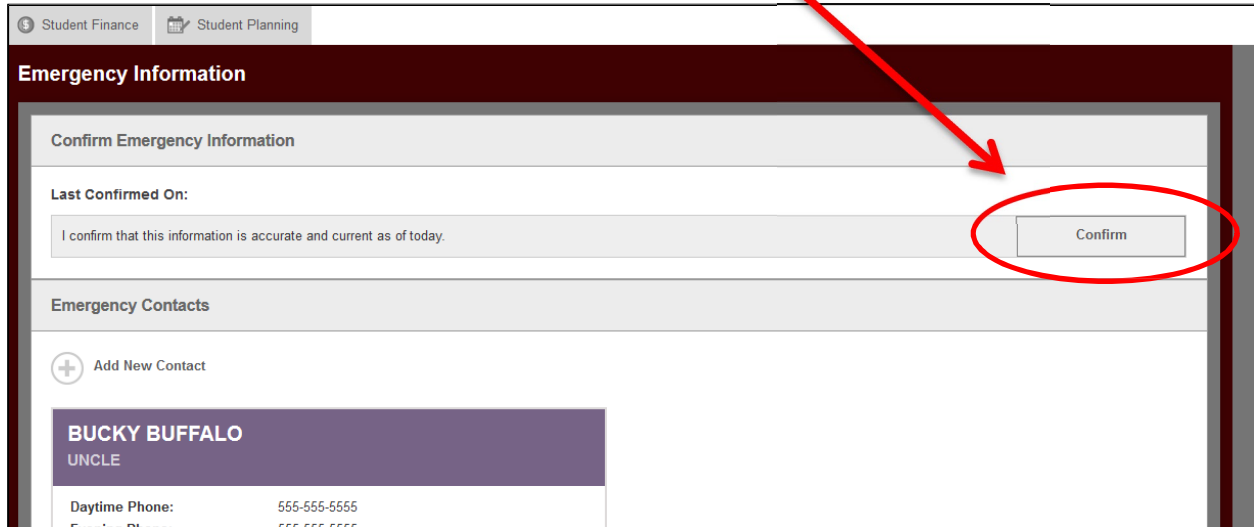
Cancel Update Contact

Be sure to check if this person should also be your "Missing Person Contact" on any existing contacts as well as on new ones you enter.

In the bottom section, provide any additional medical information that could be important for the university to know in an emergency.

Health Conditions in Case of Emergency		
<input type="checkbox"/> Asthmatic	<input type="checkbox"/> Diabetic	<input type="checkbox"/> Epileptic
Other Emergency Information		
Hospital Preference	<input type="text" value="Hospital Preference"/>	
Insurance Information	<input type="text" value="Insurance Information"/>	
Additional Information	<input type="text" value="Additional Information"/>	

Once you are done, click “Confirm” on the top portion of the page.



Student Finance Student Planning

Emergency Information

Confirm Emergency Information

Last Confirmed On:

I confirm that this information is accurate and current as of today.

Confirm

Emergency Contacts

+ Add New Contact

BUCKY BUFFALO
UNCLE

Daytime Phone: 555-555-5555
Evening Phone: 555-555-5555

You will get a confirmation message in the header (top right) that the update was successful.

