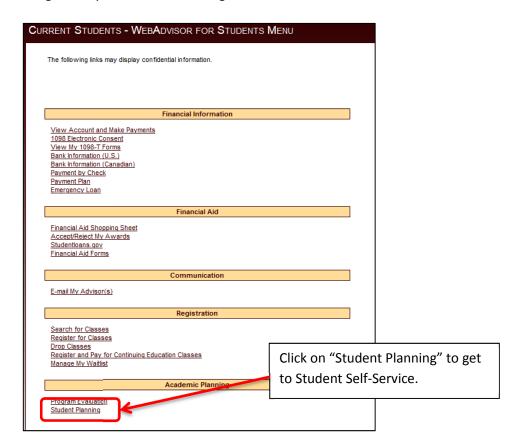
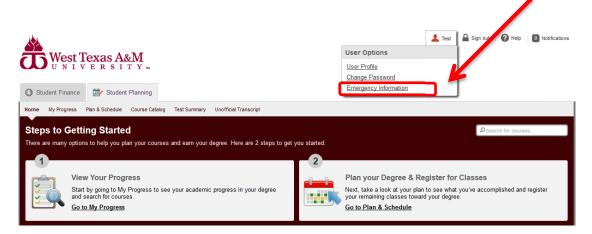
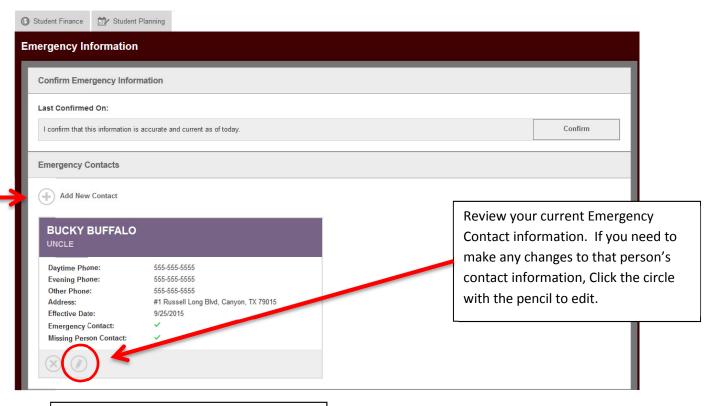
Log into MyBuff Portal and navigate to Buff Advisor > Student Menu



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



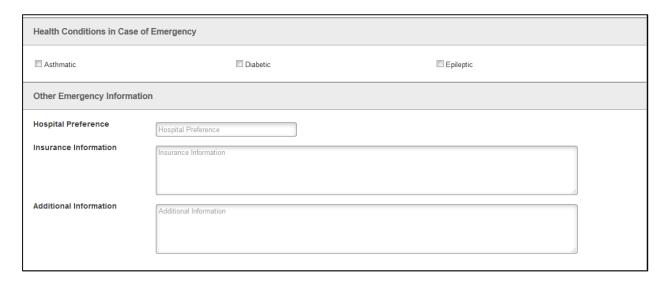


If you need to add additional emergency contacts then click the circle with the plus to enter their information.

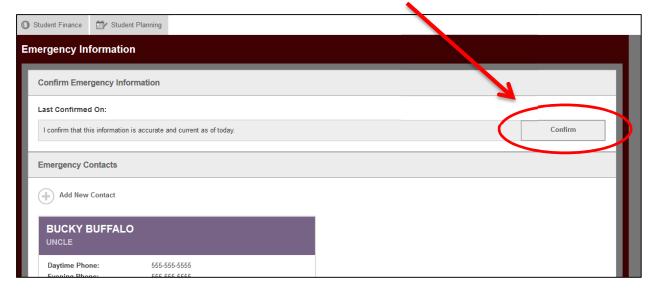
Be sure to check if this person should also be your "Missing Person Contact" on any existing contacts as well as on new ones you enter.

Emergency Contact Information	
Name:	Bucky Buffalo
Relationship:	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:	V
Missing Person Contact:	V
	Cancel Update Contact

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



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



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

