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

Click on “Student Planning” to get to Student Self-Service.

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

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.

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.