

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

CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU

The following links may display confidential information.

Financial Information

- [View Account and Make Payments](#)
- [1098 Electronic Consent](#)
- [View My 1098-T Forms](#)
- [Bank Information \(U.S.\)](#)
- [Bank Information \(Canadian\)](#)
- [Payment by Check](#)
- [Payment Plan](#)
- [Emergency Loan](#)

Financial Aid

- [Financial Aid Shopping Sheet](#)
- [Accept/Reject My Awards](#)
- [Studentloans.gov](#)
- [Financial Aid Forms](#)

Communication

- [E-mail My Advisor\(s\)](#)

Registration

- [Search for Classes](#)
- [Register for Classes](#)
- [Drop Classes](#)
- [Register and Pay for Continuing Education Classes](#)
- [Manage My Waitlist](#)

Academic Planning

- [Program Evaluation](#)
- [Student Planning](#)

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.

The screenshot shows the West Texas A&M University MyBuff Portal. At the top right, there is a user profile icon labeled 'Test' with a dropdown menu. The dropdown menu contains the following options: 'User Profile', 'Change Password', and 'Emergency Information'. The 'Emergency Information' option is highlighted with a red box and a red arrow. Below the user options, there are navigation tabs for 'Student Finance' and 'Student Planning'. The main content area features a 'Steps to Getting Started' section with two steps: 1. View Your Progress and 2. Plan your Degree & Register for Classes.

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:

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.

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:

Missing Person Contact:

Cancel Update Contact

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

The screenshot shows a web form with two main sections. The first section, titled "Health Conditions in Case of Emergency", contains three checkboxes: "Asthmatic", "Diabetic", and "Epileptic". The second section, titled "Other Emergency Information", contains three text input fields: "Hospital Preference", "Insurance Information", and "Additional Information".

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

The screenshot shows the "Confirm Emergency Information" section of a web form. It includes a "Last Confirmed On:" label and a text input field containing the text "I confirm that this information is accurate and current as of today." To the right of this field is a "Confirm" button, which is circled in red. A red arrow points from the text above to this button. Below the confirmation section is the "Emergency Contacts" section, which includes an "Add New Contact" button and a contact card for "BUCKY BUFFALO UNCLE" with phone numbers.

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

