Your Emergency Contact Information in Banner Self-Service

**PLEASE NOTE:** It is extremely important that you maintain in Banner, the names and telephone numbers of persons close to you who can be contacted in the event of an emergency.

1. Log in to Banner Self-Service.
   
   **NOTE:** If you need help logging in to Banner Self-Service, see the Login instructions.

2. Select the Personal Information option from the menu.
   
   The Personal Information menu is displayed.

3. Click on the Update Emergency Contacts link.
   
   The Select Contact page for the Update Emergency Contacts function is displayed.

4. Click on the New Contact link.
   
   The Update Emergency Contacts screen is displayed.

5. Click on the arrow for the Relationship field to select the relationship of your contact to you.

6. Enter the name of your contact in the name fields.

7. Continue to complete each field with information about your emergency contact.

   **PLEASE NOTE:**
   
   None of the information on this form is required, but as a minimum, enter the name and telephone number for your contact.

8. And most importantly, enter the telephone number for your emergency contact person.

9. Click the Submit Changes button.
   
   The Select Contact screen is returned with the information displayed that you have entered.

   Click on the New Contact link to add another emergency contact, or click on the Return to Menu link to return to the Personal Information menu.