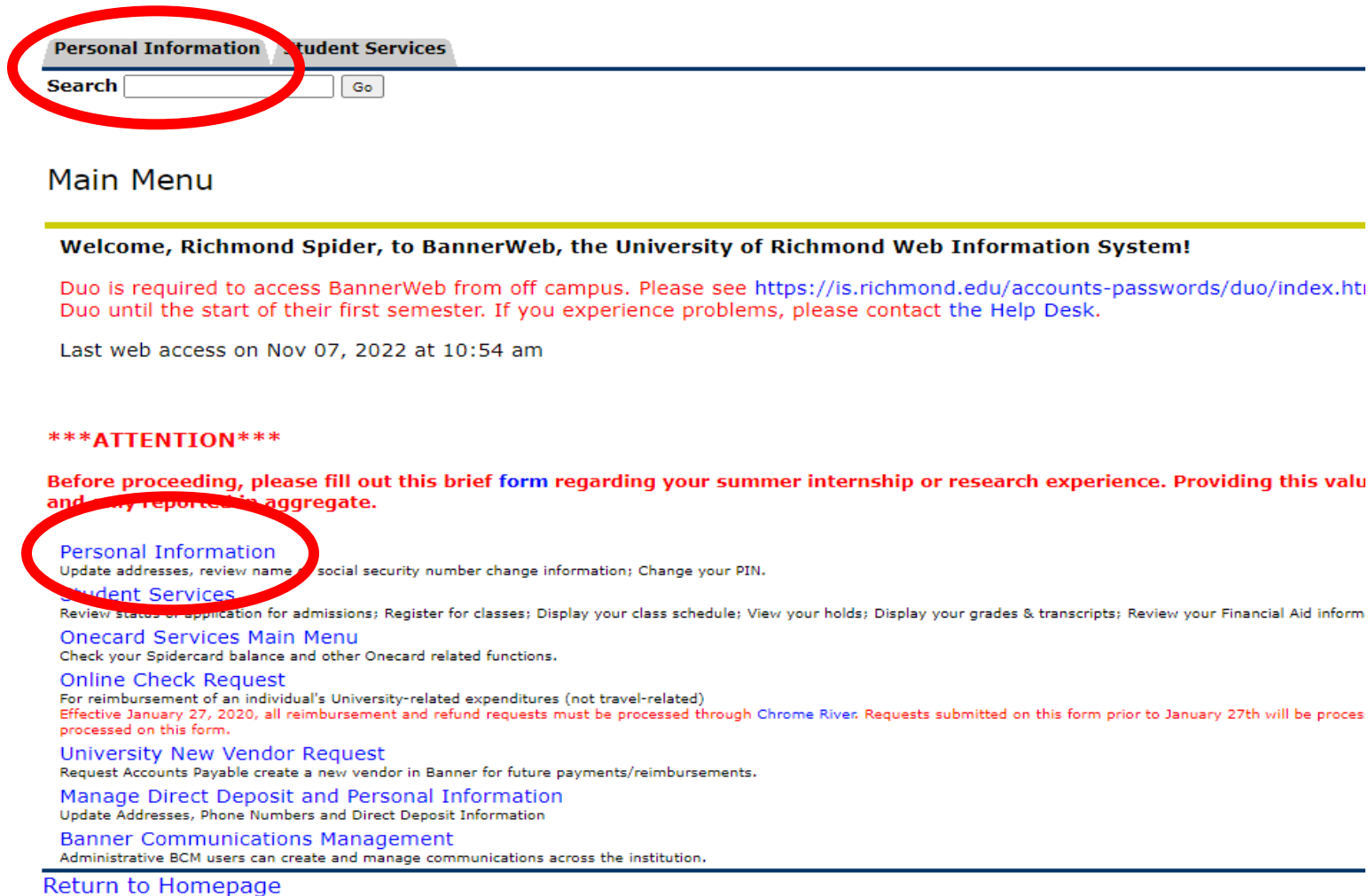# Updating Emergency Contact Information

Emergency contact information is used by the appropriate University office in case of an injury or other urgent need. Students are strongly encouraged to provide the University with emergency contact information via the form in BannerWeb. To update this information, follow the steps below.

1. Log into Bannerweb and click on Personal Information (two places to do this – circled below):

2. Once in **Personal Information**, click on Emergency Information Collection (circled below):

Personal Information | **Student Services**

Search [   ] [Go]

Name Change Information
Social Security Number Change Information
~~Answer a Survey~~
Emergency Information Collection
View or Update Emergency Contact Information
RELEASE: 8.9.1.5X

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3. Complete all areas of the Emergency Contact Information form (included areas below)
   a. **PERSONAL INFORMATION**
   b. **Text Messaging**
   c. **** PRIMARY CONTACT INFORMATION ****
   d. **** MISSING PERSON CONTACT INFORMATION ****

Emergency Contact Information

* UR Alert

During an emergency impacting campus, the University of Richmond will use UR Alert to provide critical, safety information via one or more of the following channels: text messages, email, phone calls, digital signs, a banner across the top of the University website, and posts to Facebook and Twitter. In order to receive text messages and phone calls, UR Alert is dependent on individual "opt-in" registration. Students, faculty and staff are encouraged to sign up for UR Alert.

In order for the system to operate most effectively, it is important that students, faculty, and staff update their emergency contact information. Unless you check the appropriate boxes, the system will NOT send a text message to your cell phone or call your home phone number. You must agree to receive text messaging and/or to receive emergency messages on your home phone number. If you do not "opt in" you risk not receiving emergency messages and being unaware of potentially dangerous emergency situations. If you elect to receive text messages, you may incur charges from your carrier for any messages sent to your number.

This information will not be published and is accessible only to authorized university offices. Please remember to update this information if it changes.

PERSONAL INFORMATION

UR ID:	████	Name:	Richmond Spider	Updated:	16-OCT-2022

Cell Phone: (ex. 804 2898000)		Religion: (optional)	Select a Value ⌄

Text Messaging

ⓘ I agree to receive text messages, on the cell phone listed above, from the University of Richmond's emergency notification system. I understand I am responsible for any fees my cell phone service provider charges for receiving text messages. **NOTE:** You must verify your cell phone and cell plan have text messaging enabled.

I Agree	☑

💬 Please enter a Primary emergency contact. You are required to enter at least one phone number for this contact.

The individual identified as your primary contact is the first person the University will reach out to in an emergency. Please remember to update this information if it changes.

* - indicates a required field.

** PRIMARY CONTACT INFORMATION **

*Name:		Relationship:	Select Relationship ⌄
Email 1:		Email 2:	

*Phone Numbers: (ex. 804 2898000)

Home:		Work:		Cell:	

*Address

Street:			
City:		State:	Select a State ⌄
ZipCode:		Country: (if not USA)	Select a Country ⌄

Make Missing Person Same As Primary Contact ☐

🔊 Please enter a <u>Missing Person</u> emergency contact. You are required to enter at least one phone number for this contact.

* - indicates a required field.

In compliance with the Higher Education Opportunity Act, students can identify a contact person or persons whom the institution shall notify within 24 hours of the determination that the student is missing. The student must have been determined to be missing by the University Police Department or a local law enforcement agency. This contact information is confidential and will be accessible only to authorized campus officials and will not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.

** MISSING PERSON CONTACT INFORMATION **

*Name:		**Relationship:**	Select Relationship ▾
Email 1:		**Email 2:**	

*Phone Numbers: (ex. 804 2898000)

Home:		**Work:**		**Cell:**	

*Address

Street:	
City:		**State:**	Select a State ▾
ZipCode:		**Country: (if not USA)**	Select a Country ▾

Submit/Confirm

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4. Once all sections are completed, press the ⬚ Submit/Confirm ⬚ button to update and save your Emergency Contact Information