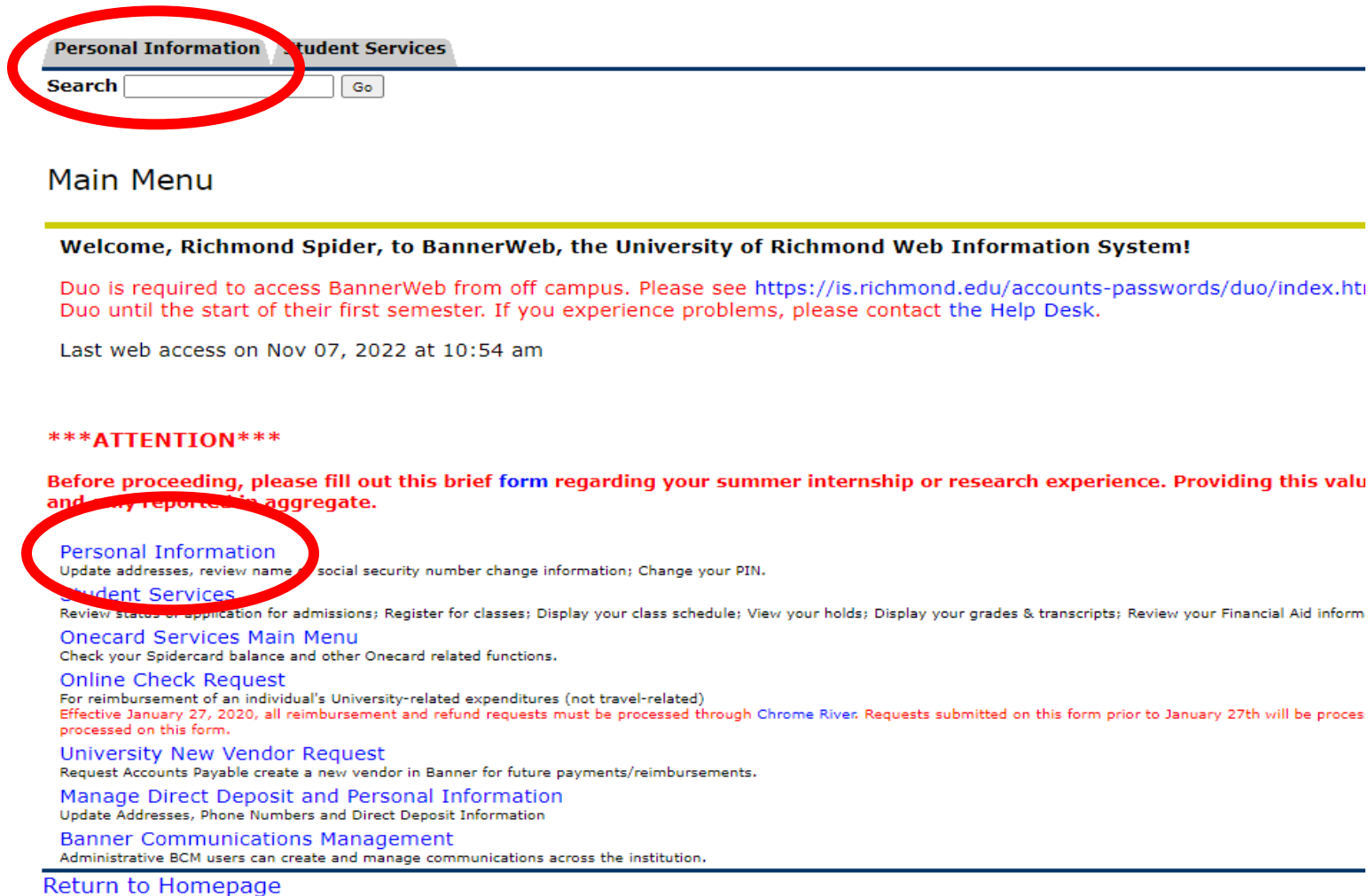


Updating Emergency Contact Information

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):



The screenshot shows the BannerWeb interface. At the top, there are two tabs: "Personal Information" and "Student Services". Below the tabs is a search bar with a "Go" button. A red circle highlights the "Personal Information" tab and the search bar. Below the search bar is a "Main Menu" section. The main menu contains several links and text:

- Welcome, Richmond Spider, to BannerWeb, the University of Richmond Web Information System!**
- Duo is required to access BannerWeb from off campus. Please see <https://is.richmond.edu/accounts-passwords/duo/index.html> until the start of their first semester. If you experience problems, please contact the [Help Desk](#).
- Last web access on Nov 07, 2022 at 10:54 am
- ***ATTENTION*****
- Before proceeding, please fill out this brief form regarding your summer internship or research experience. Providing this value and any reported in aggregate.**
- [Personal Information](#)
Update addresses, review name, social security number change information; Change your PIN.
- [Student Services](#)
Review status of application for admissions; Register for classes; Display your class schedule; View your holds; Display your grades & transcripts; Review your Financial Aid information.
- [Onecard Services Main Menu](#)
Check your Spidercard balance and other Onecard related functions.
- [Online Check Request](#)
For reimbursement of an individual's University-related expenditures (not travel-related)
Effective January 27, 2020, all reimbursement and refund requests must be processed through [Chrome River](#). Requests submitted on this form prior to January 27th will be processed on this form.
- [University New Vendor Request](#)
Request Accounts Payable create a new vendor in Banner for future payments/reimbursements.
- [Manage Direct Deposit and Personal Information](#)
Update Addresses, Phone Numbers and Direct Deposit Information
- [Banner Communications Management](#)
Administrative BCM users can create and manage communications across the institution.

Return to Homepage

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

Personal Information Student Services

Search

[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 **Missing Person** 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: <input type="text"/>	Relationship: <input type="text" value="Select Relationship"/>	
Email 1: <input type="text"/>	Email 2: <input type="text"/>	
*Phone Numbers: (ex. 804 2898000)		
Home: <input type="text"/>	Work: <input type="text"/>	Cell: <input type="text"/>
*Address		
Street: <input type="text"/>		
City: <input type="text"/>	State: <input type="text" value="Select a State"/>	
ZipCode: <input type="text"/>	Country: (if not USA) <input type="text" value="Select a Country"/>	

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