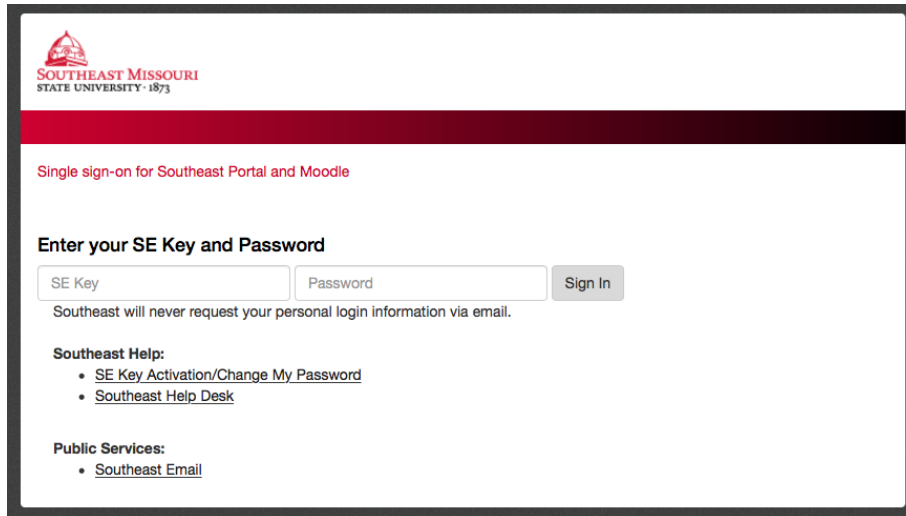


STUDENT INSTRUCTIONS FOR UPDATING EMERGENCY CONTACT INFORMATION

Southeast encourages students to identify individuals to be notified by University officials in the event of an emergency.

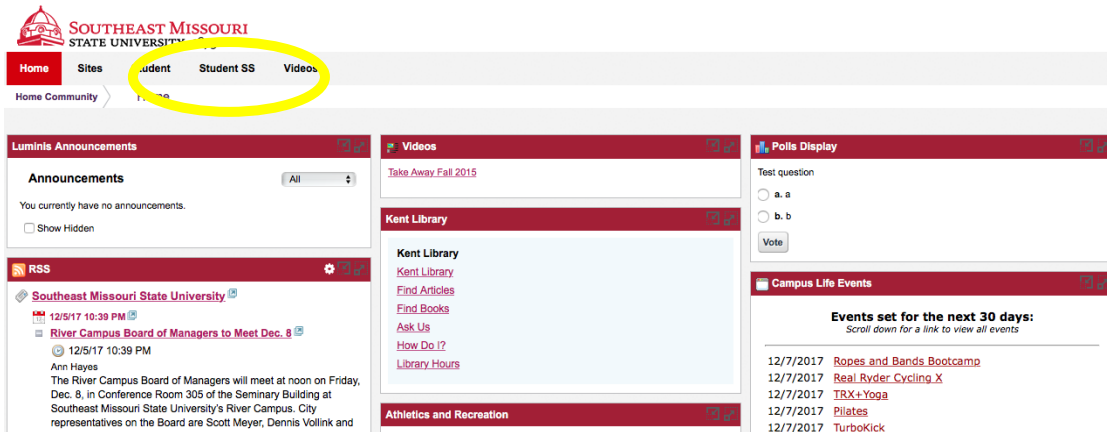
The University places a high priority on communicating emergency information. By providing this information, employees are ensuring the most current and correct information is on file for use.

1. Log in to portal.semo.edu.



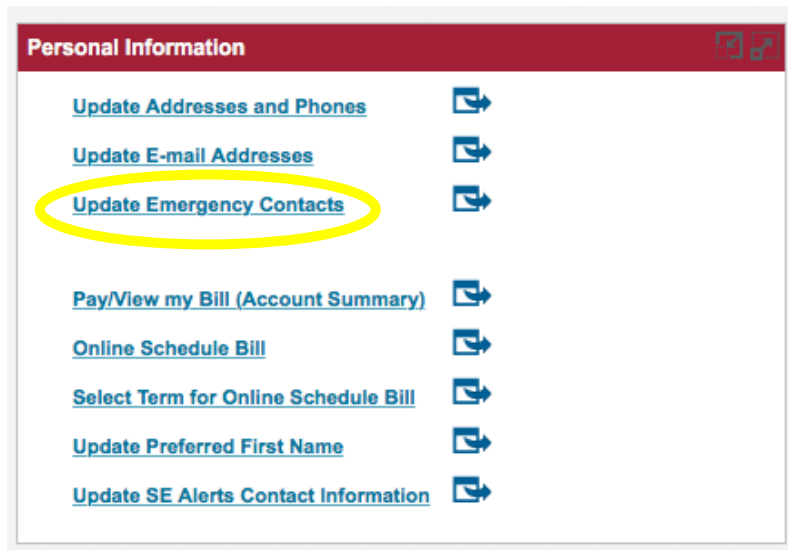
The screenshot shows the login page for the Southeast Missouri State University portal. At the top left is the university logo and name. Below it is a red banner with the text "Single sign-on for Southeast Portal and Moodle". The main heading is "Enter your SE Key and Password". There are two input fields: "SE Key" and "Password", followed by a "Sign In" button. Below the input fields is a note: "Southeast will never request your personal login information via email." Underneath, there are two sections: "Southeast Help:" with links for "SE Key Activation/Change My Password" and "Southeast Help Desk"; and "Public Services:" with a link for "Southeast Email".

2. Select the 'Student SS' tab.

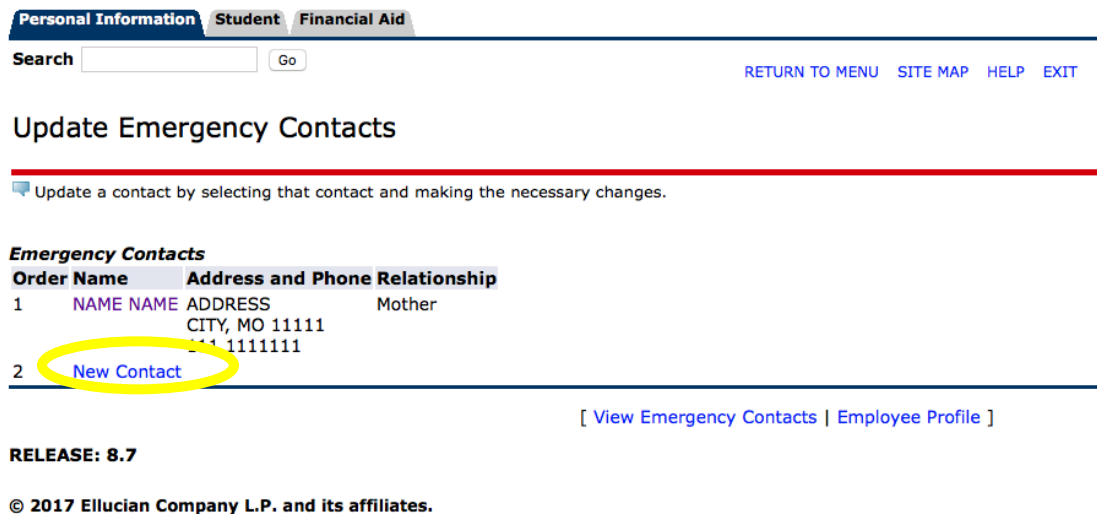


The screenshot shows the website navigation menu for Southeast Missouri State University. The menu items are: Home, Sites, Student, Student SS, and Videos. The "Student SS" tab is highlighted with a yellow circle. Below the navigation menu, there are several content blocks: "Luminis Announcements" (showing no announcements), "RSS" (with a link to "Southeast Missouri State University"), "Videos" (with a link to "Take Away Fall 2015"), "Kent Library" (with links for "Kent Library", "Find Articles", "Find Books", "Ask Us", "How Do I?", and "Library Hours"), "Athletics and Recreation", "Polls Display" (with a test question and options a. a and b. b), and "Campus Life Events" (with a list of events for the next 30 days, including "Ropes and Bands Bootcamp", "Real Ryder Cycling X", "TRX+Yoga", "Pilates", and "TurboKick").

3. Select the 'Update Emergency Contacts' link in the Personal Information box.



4. Update a contact by selecting their name and making the necessary changes.
5. Add new contact by selecting 'New Contact' at the bottom of the name category.



6. Add your new contact's phone number, address and relationship status.

Update Emergency Contacts

Enter a new emergency contact. When finished, Submit Changes.

Remove Contact:

Order:

Relationship:

First Name:

Middle Name:

Last Name:

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

Zip or Postal Code:

Country:

	Area Code	Phone Number	Extension
Telephone:	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Click 'Submit Changes.'
- Click 'Exit' to log out of the Southeast Portal.

**For more information about Southeast's University
Emergency Procedures, visit semo.edu/dps**

**For more information about the SE Alerts emergency
notification system, visit semo.edu/alerts**

ADDITIONAL RESOURCES

UNIVERSITY POLICE: 573.651.2215