
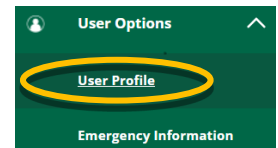


Verifying Student Personal & Emergency Contact Information via Self-Service

All Russell Sage College students are required to provide the College with updated Emergency Contact & Personal Information. Students maintain this information online via their **Student Planning** accounts, accessible through **Self-Service**, by completing the steps below.

Submitting/Verifying Your Personal Contact Information

1. To access **Student Planning**, log into [Sage's Portal](#) and click on the link for [Self-Service](#).
2. You will need to log in with your Sage user ID and password.
3. Once logged in, click on the **User Options** icon  in the Left Menu Bar and a drop-down menu will open. Click on **User Profile**.
4. This will take you to a new page where you can **verify/update your contact information**, including your address, phone number, and email address.
5. Follow the steps on this screen to verify or update your personal information. Be sure to click **Confirm** to update each piece of information.
6. The confirmation bar will change from *Yellow* to *Blue* once your updated information has been entered.



Last Confirmed On:

Click to confirm that the address(es) below is accurate as of today.



Confirm

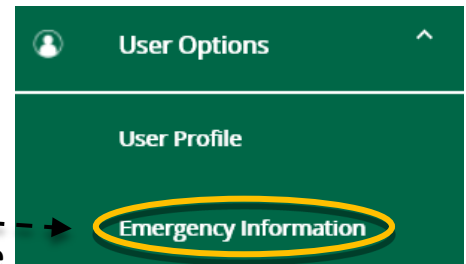
Once your Personal Information is verified, enter
your **Emergency Contact** information.





Submitting/Verifying Your **Emergency** Contact Information

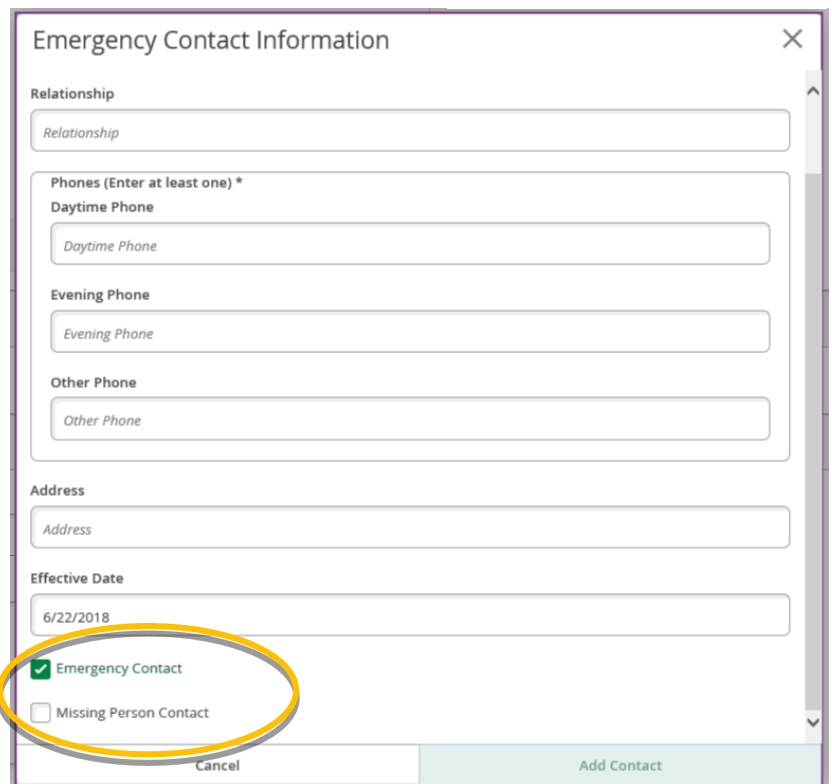
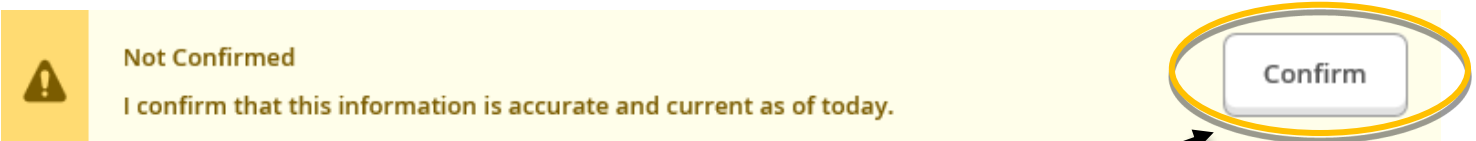
All Sage students are required to provide the College with updated Emergency Contact Information. Resident students will not be able to obtain their room key until this information is verified through **Student Planning**, which is accessible through **Self-Service**.

1. Once in Student Planning, click on **User Options** icon  on the left-side of the screen and the User Options menu will open up.
2. Select **Emergency Information** 
3. This will take you to a new page where you can **verify/update your emergency contact information**.



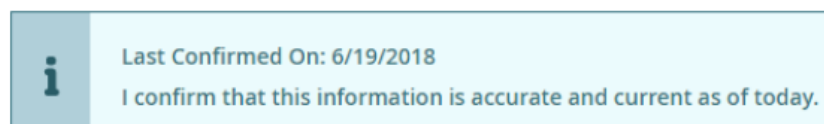
4. Click on the **Add New Contact** button to add contact information. 

5. A new window will open up to allow you to enter information. **NOTE:** Per federal law, resident students may register a confidential contact person to be notified in the case that the student is determined to be missing. This may be different from your Emergency Contact, if you choose. For anyone who does not identify a Missing Person contact, the Primary Emergency Contact would be notified in the event they are determined to be missing. Check the appropriate boxes to indicate if the information you added is your Emergency Contact or Missing Person Contact, or both. 

A screenshot of a form titled 'Emergency Contact Information' with a close button in the top right. The form has several sections: 'Relationship' with a text input field; 'Phones (Enter at least one) *' with three input fields for 'Daytime Phone', 'Evening Phone', and 'Other Phone'; 'Address' with a text input field; and 'Effective Date' with a date input field showing '6/22/2018'. At the bottom, there are two checkboxes: 'Emergency Contact' (checked) and 'Missing Person Contact' (unchecked). A yellow oval highlights the 'Emergency Contact' checkbox. At the bottom right of the form is an 'Add Contact' button.A yellow horizontal bar with a warning icon on the left. The text reads 'Not Confirmed' and 'I confirm that this information is accurate and current as of today.' On the right side, there is a 'Confirm' button highlighted with a yellow oval. A dashed arrow points from the text in step 6 to this button.

6. Once you have added all information, be sure to click **Confirm**.

7. The confirmation bar will change from **Yellow** to **Blue** once your updated information has been entered.

A blue horizontal bar with an information icon on the left. The text reads 'Last Confirmed On: 6/19/2018' and 'I confirm that this information is accurate and current as of today.'

It's important to maintain accurate **Personal & Emergency Contact Information** with the College. Please contact registrar@sage.edu with any questions about this process.