

Missing Person and Emergency Contacts

University Housing will keep two types of emergency contact information for each residential student:

- **Missing Person Contact:** In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, we are required to collect the name of one individual to whom notification would be provided in the event you are determined to be missing.
- **Emergency Contact:** In addition to Missing Person Contact information, we are also required to collect the name of one individual you wish us to notify in the event of an emergency.

NOTE: You may list the same person for both the Missing Person and the Emergency Contact.

Completing the online form on the housing portal before you arrive to campus will save you time during the check-in process.

To add, review, or edit your contacts:

1. Log into the housing portal: housing.fsu.edu/myhousing.
2. Click on the “Missing Person and Emergency Contacts” link on “Your Menu”.



 **FLORIDA
STATE
UNIVERSITY**

myHousing Home

Nellie NowANole (123456789)
Summer C 2018 (June 20, 2018 - August 4, 2018)
Fall 2018/Spring 2019


Incoming First-Year Student Contract: Submitted on 4/30/2018 3:59 PM.
[Cancel Housing Contract](#)
[Check Contract Status](#)
[Reassignment Request](#)

Room: Wildwood North 03 2329 (8/22/2018 - 12/15/2018)

Your Menu

- [My Home](#)
- [Missing Person and Emergency Contacts](#)
- [Logout](#)

3. Your current contacts will display here. You may already have a Missing Person contact type if you provided one on your housing contract. Click on "Add New".



FLORIDA STATE UNIVERSITY

Your Menu


- My Home
- Missing Person and Emergency Contacts
- Logout

Emergency Contacts

Nellie NowANole (123456789)

	Contact Type	Relation - First Last
Edit	Missing Person	Mother Suzie Seminole

[Add New](#)



4. Use the drop down menu to select "Emergency Contact" as the type of contact to add. Enter your emergency contact relation, name, and phone number, and then save your changes.

Emergency Contact Edit

Nellie NowANole (123456789) > Emergency Contacts

Missing Person Contact

In compliance with the [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act](#), we are required to collect the name of one individual to whom notification would be provided in the event you go missing.

Emergency Contact

In addition to Missing Person Contact information we are also required to collect the name of one individual you wish us to notify in the event of an emergency.

Please enter information for this emergency contact below.

Contact

* Type ←

* Relation - First Last ←

Contact Phone Numbers

* Type	<input type="text" value="Cell"/>	* Phone (xxx-xxx-xxxx)	<input type="text" value="850-644-2860"/> ←
Type	<input type="text"/>	Phone (xxx-xxx-xxxx)	<input type="text"/>
Type	<input type="text"/>	Phone (xxx-xxx-xxxx)	<input type="text"/>
Type	<input type="text"/>	Phone (xxx-xxx-xxxx)	<input type="text"/>

←

5. Add contacts until you have at least one “Missing Person” **and** one “Emergency Contact” saved. You may add additional missing person or emergency contacts if you wish. You may also return to the housing portal and edit/add contacts at any time.

Emergency Contacts

Nellie NowANole (123456789)

✔ Emergency Contact information has been updated.

	Contact Type	Relation - First Last
Edit	Missing Person	Mother Suzie Seminole
Edit	Emergency Contact	Father Ned Nowanole

Add New

Thank you for taking the time to make sure that we have accurate information in the event of an emergency. Please contact us at housinginfo@fsu.edu or 850-644-2860 with any questions.