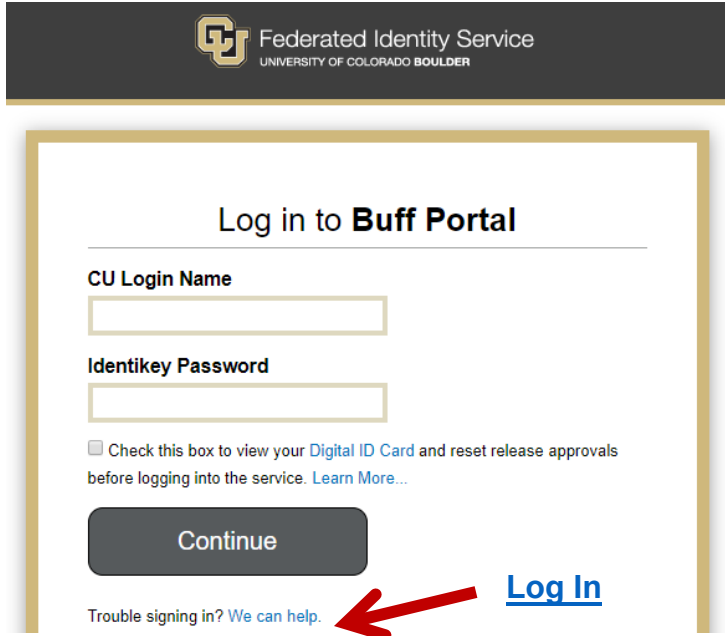




How to Add and Update Emergency Contacts

1. Log into [Buff Portal](#) with your [IdentiKey](#) and IdentiKey password.

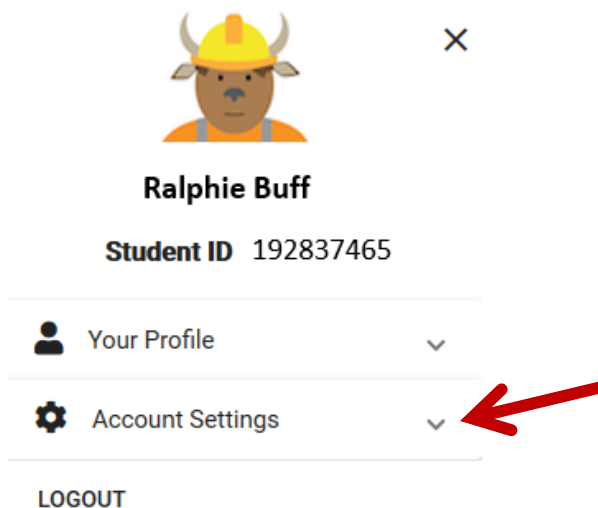


The image shows the Buff Portal login interface. At the top is a dark banner with the University of Colorado Boulder logo and the text 'Federated Identity Service'. Below this is a white box titled 'Log in to Buff Portal'. It contains two input fields: 'CU Login Name' and 'Identikey Password'. Below the password field is a checkbox with the text 'Check this box to view your Digital ID Card and reset release approvals before logging into the service. Learn More...'. A 'Continue' button is below the checkbox. At the bottom left of the white box is the text 'Trouble signing in? We can help.' with a red arrow pointing to it. To the right of the white box is a blue 'Log In' link.

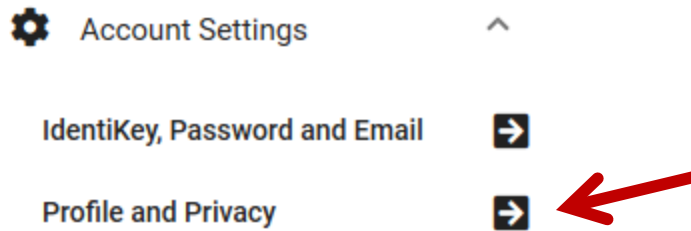
2. Click on the **My Profile and Account Settings** icon on the far-right side of the top of the screen



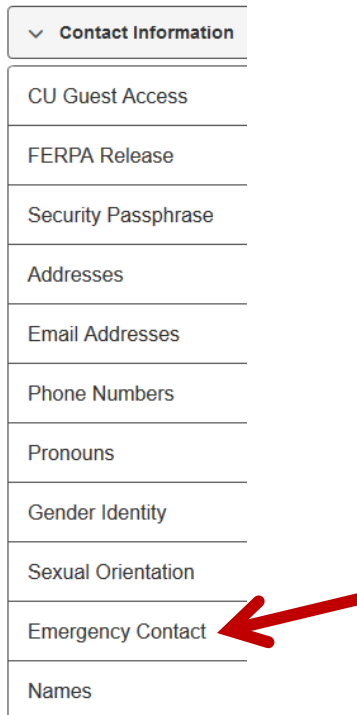
3. Click on the **Account Settings** dropdown menu arrow



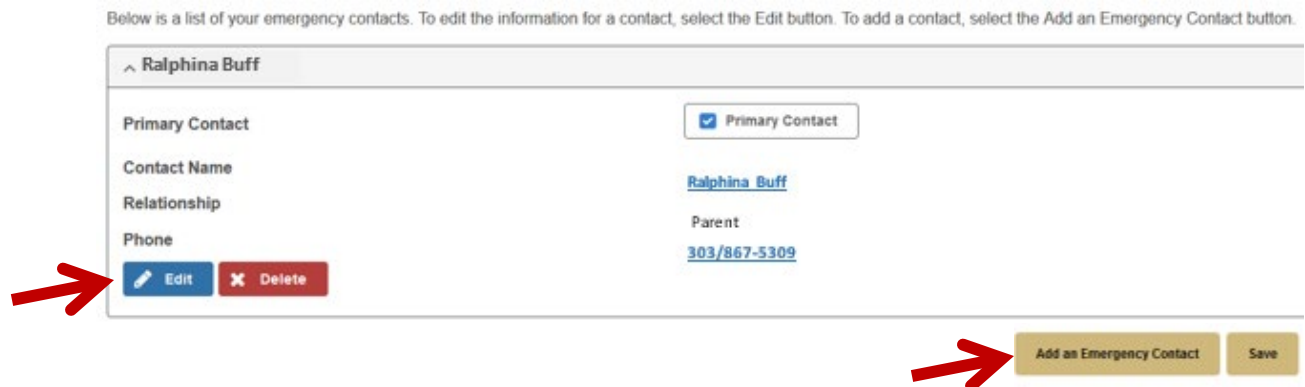
4. Click on **Profile and Privacy**



5. Click on **Emergency Contact**



6. To Add an Emergency Contact: Click on **Add an Emergency Contact**, enter the required information, and click on **Save**.



7. To Edit an Existing Emergency Contact: Click **Edit**, update the information, and click on **Save**.