International Student & Scholar Services
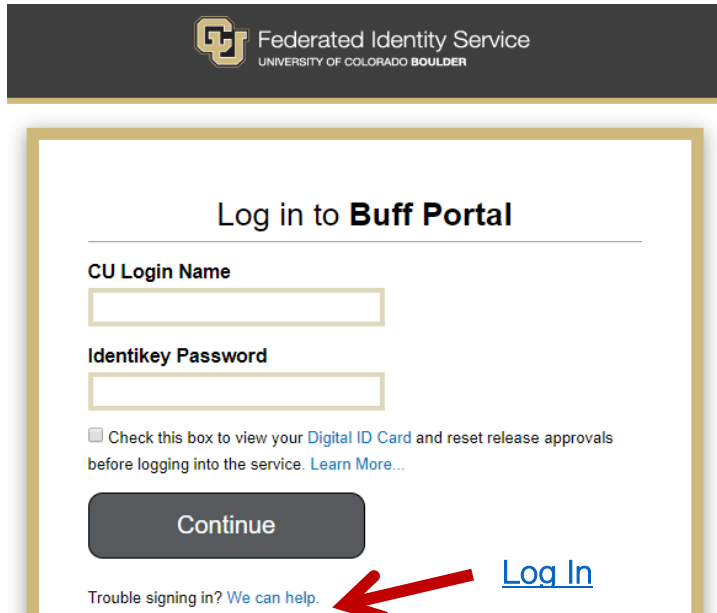UNIVERSITY OF COLORADO **BOULDER**

How to Add and Update Emergency Contacts

Access the Office of the Registrar's website for additional information about how CU uses and protects your contact information.
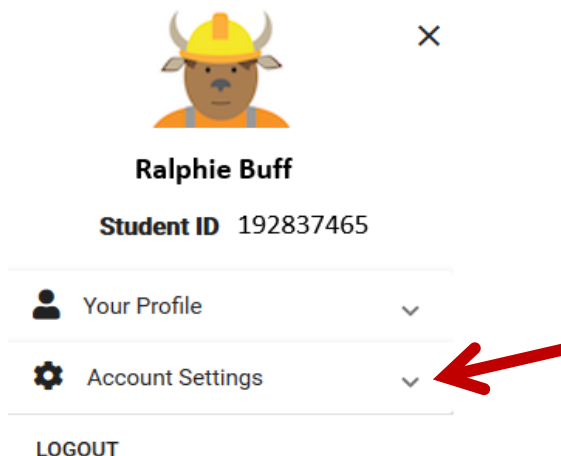
1. Log into **Buff Portal** with your IdentiKey and IdentiKey password.

CU Federated Identity Service
UNIVERSITY OF COLORADO **BOULDER**

Log in to **Buff Portal**

CU Login Name

Identikey Password

☐ Check this box to view your Digital ID Card and reset release approvals before logging into the service. Learn More...

Continue

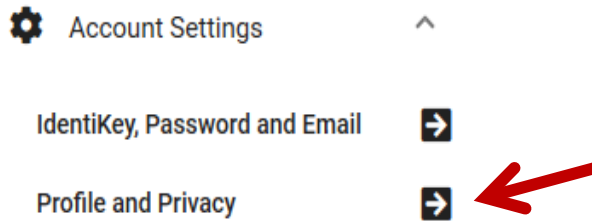Trouble signing in? We can help.   Log In

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

🔔 ❓ 👤

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

Ralphie Buff

Student ID 192837465

👤 Your Profile   ⌄
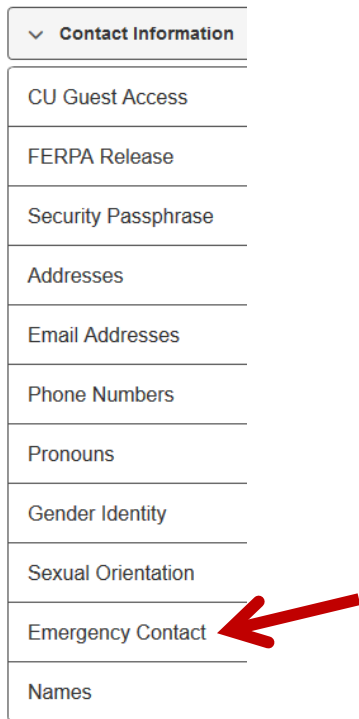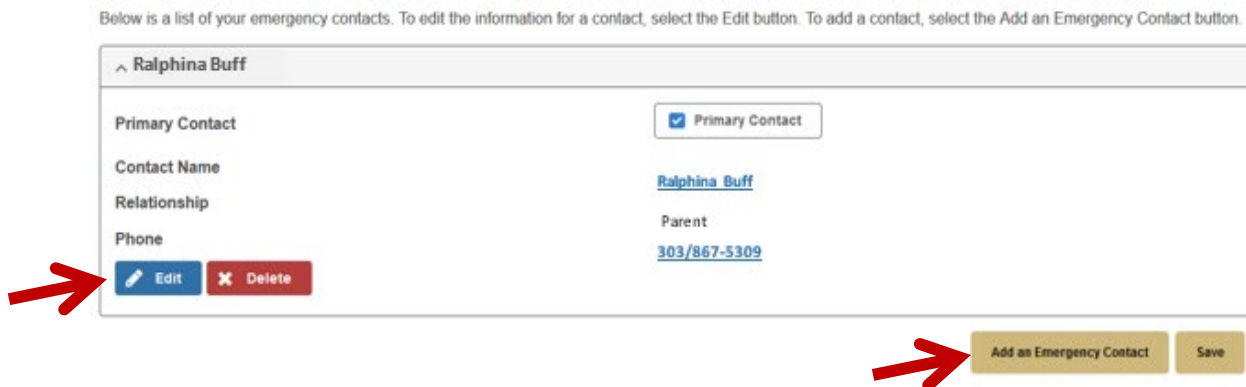
⚙ Account Settings   ⌄

LOGOUT

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**.