Updating Your Emergency Contact/Missing Student Confidential Contact Information

It is important to keep up-to-date emergency contact information on file with the College. This information will be accessed by the College in the event of an emergency or when a crisis situation occurs on campus.
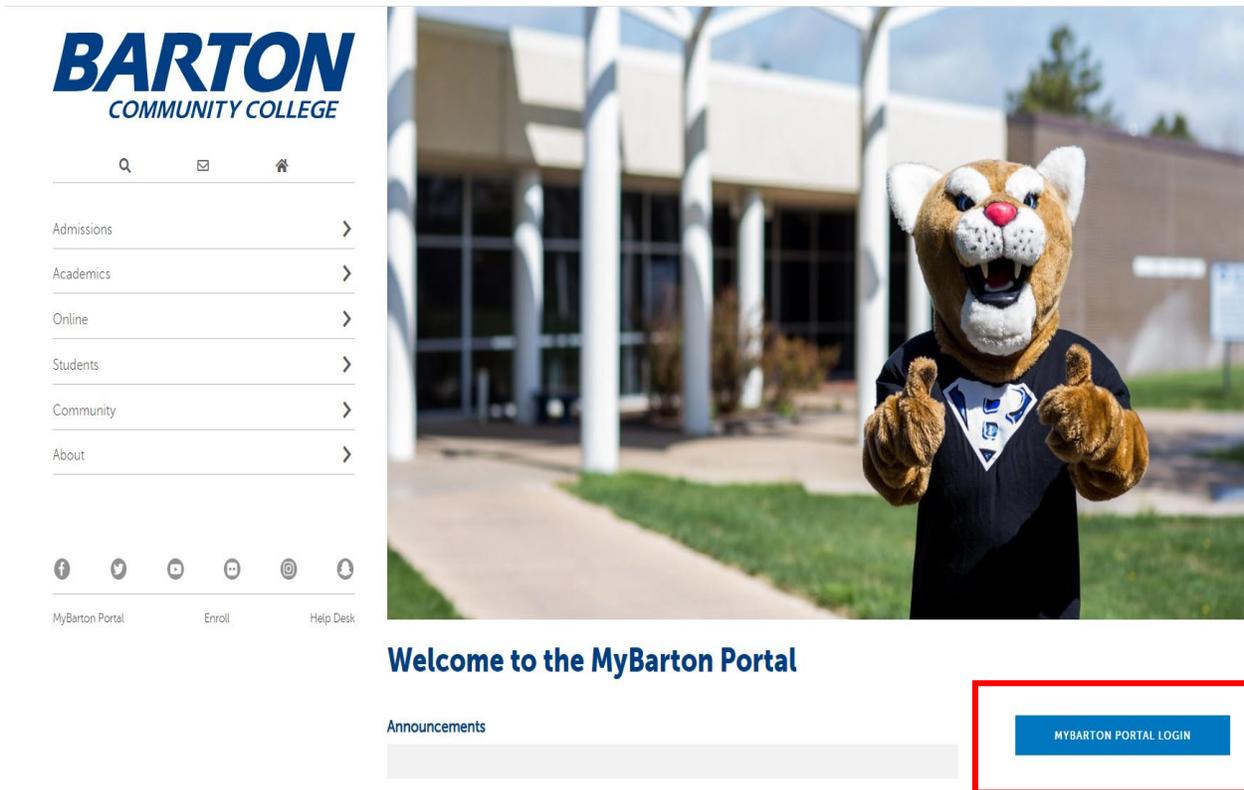
We ask that you please take the time to update your emergency contact(s) on a regular basis.

Getting Started

To begin, go to the Barton Website (www.bartonccc.edu) and click on MyBarton portal.

On the next page, scroll down and click on MyBarton Portal Login.

If you are a **Returning Student**, enter your Barton e-mail address and password and then click "Sign In".

If you are **New Student to Barton,** scroll down on the page and follow the instructions listed under Students.

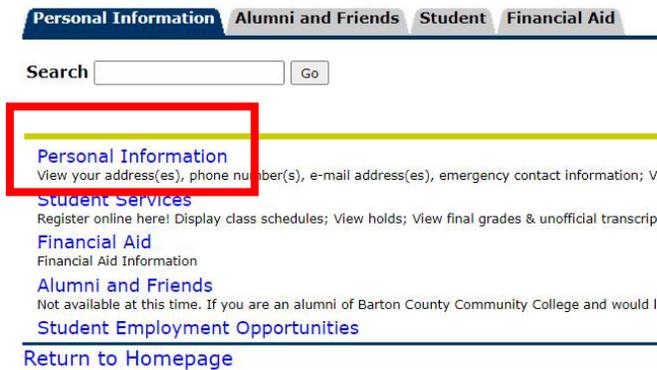Once you are Logged In, click on "My Account" under the PAWS > STUDENTS card.   If this card is not displayed, click on "Discover More", scroll down to the Paws > Students card, and then click on the ribbon in the upper right-hand corner to save the card to your dashboard.
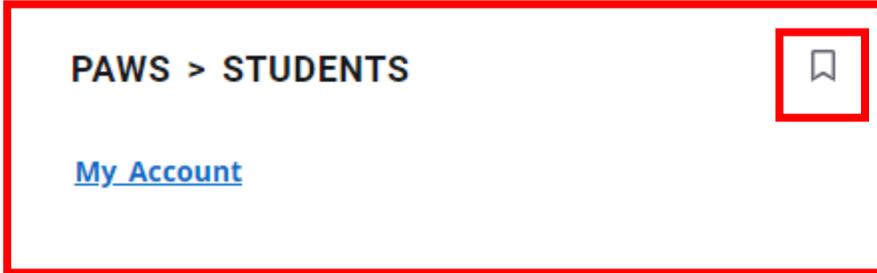
Next, click on the Personal Information tab.

Then click on Personal Information.

To view your emergency contact information, click on "View Emergency Contacts".

Change PIN
Change Security Question
View Address(es) and Phone(s)
View E-mail Address(es)
View Emergency Contacts
Update Emergency Contacts
Name Change Information
Social Security Number Change Information
Pay Online
NBS Payment Plan

To Update Information for an Emergency Contact

1. If you need to update information for an emergency contact, click on "Update Emergency Contacts" at the bottom of the View Emergency Contacts page.

[Update Emergency Contacts

2. Click on the contact name you wish to update. Enter their revised information and then click on "Submit Changes".

Submit Changes

To Add an Emergency Contact

1. If you need to add a new emergency contact, click on "Update Emergency Contacts" in the bottom right-hand corner of the View Emergency Contacts page.

[Update Emergency Contacts

2. Click on "New Contact".

New Contact

3. Enter information for the new contact and then click on "Submit Changes".

Submit Changes

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To Remove an Emergency Contact

1. If you need to remove an emergency contact, click on "Update Emergency Contacts" in the bottom right-hand corner of the View Emergency Contacts page.

   [Update Emergency Contacts

2. Click on the contact name you wish to remove.
3. Click on the "Remove Contact" box so that it's checked and then click on "Submit Changes".

   Remove Contact: ☑

   Submit Changes

Missing Student – Confidential Contact

Students residing in on-campus housing have the option to identify a confidential contact to be notified by the College in the event the student is determined to be missing. If a student has identified such an individual, Barton will notify that person no later than 24 hours after the student is determined to be missing. It is the student's responsibility to keep the contact information up to date.

1. To set up the Confidential Contact in regards to Missing Student, click on "Update Emergency Contacts" in the bottom right-hand corner of the View Emergency Contacts page.

   [Update Emergency Contacts

2. Click on "New Contact".

   New Contact

3. Enter information for the new contact.

4. Make sure to select 1 – Confidential Contact on the Relationship line.

Update Emergency Contacts

ⓘ Enter a new emergency contact below. When finished, click Submit Changes.

Remove Contact: ☐
Order: 3
Relationship: 1 - Confidential Contact ▾
~~First Name:~~

5. Click on "Submit Changes".

Submit Changes

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