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 (<u>www.bartonccc.edu</u>) and click on MyBarton portal.



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





Welcome to the MyBarton Portal

Announcements



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.

Sign in to your account		
Username	Password Sign In	
Remember me on this	s computer	
Forgot Password		
Malaamaa	te the NEW MyBerten Bertell	
vveicome	to the NEW Mybarton Portal!	
Students:		
 You will NOW use 	your student email as your username.	
First time login to		
 Your Password wi PIN/Password. 	the NEW portal password is your birthdate.	
	the NEW portal password is your birthdate. Il be your six- digit date of birth with the format (mmddyy). For example, if your date of birth is January 12, 1985, you will enter 011285 as your temporary	
 e.g. Jane Smith 	the NEW portal password is your birthdate. Il be your six- digit date of birth with the format (mmddyy). For example, if your date of birth is January 12, 1985, you will enter 011285 as your temporary	
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∘ e.g. Jane Smith • jane.smith@ • 011285	the NEW portal password is your birthdate. Il be your six- digit date of birth with the format (mmddyy). For example, if your date of birth is January 12, 1985, you will enter 011285 as your temporary 1 }cougar.bartonccc.edu	
 e.g. Jane Smith jane.smith∉ 011285 After logging in 	the NEW portal password is your birthdate. Il be your six- digit date of birth with the format (mmddyy). For example, if your date of birth is January 12, 1985, you will enter 011285 as your temporary h §cougar.bartonccc.edu for the first time, please locate the Security Card and set up security questions and set a new password different from your birthdate.	

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".



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

Submit Changes

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.

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- 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".



3. Enter information for the new contact.

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



5. Click on "Submit Changes".



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