

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".



Your Menu

My Home
Missing Person and Emergency Contacts
Logout

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

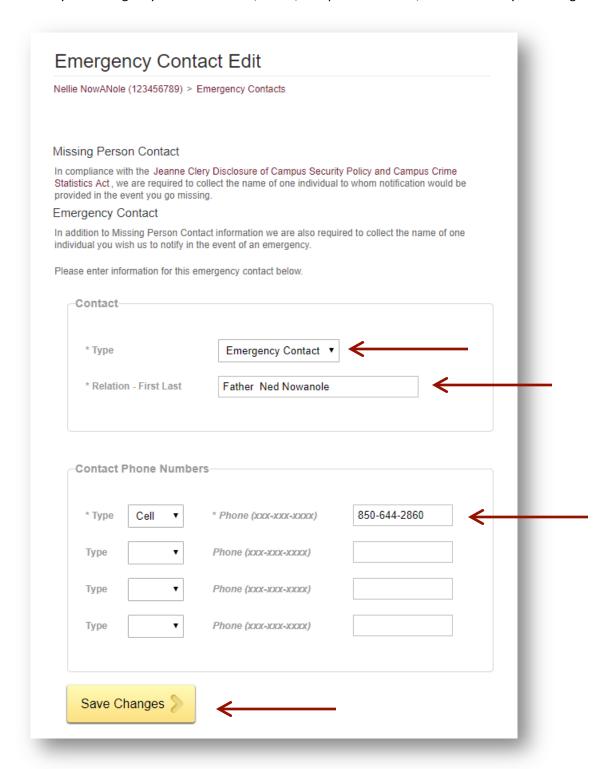
Reassignment Request

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

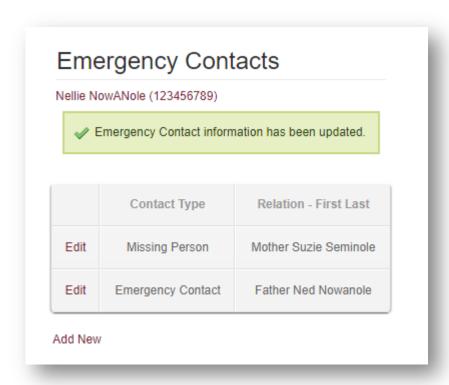
3. Your current contacts will display here. You may already have a Missing Person contact type if you provided one on your housing contract. Click on "Add New".



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.



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.



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.