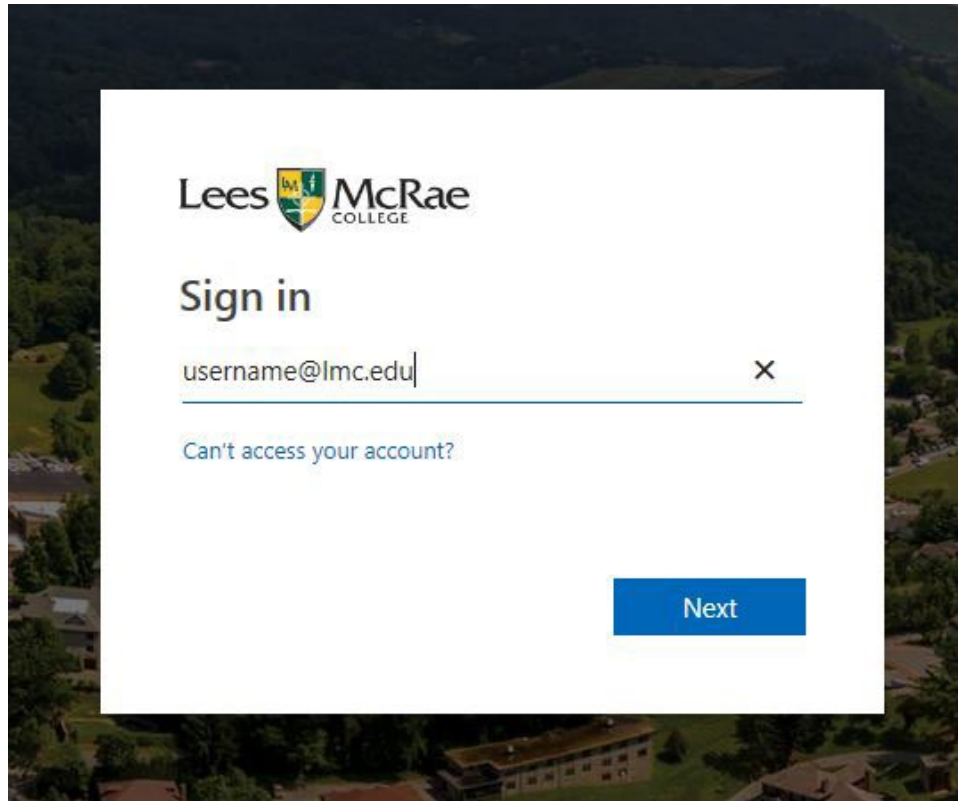



How to Add or Opt-Out of Emergency Contact Information in Self-Service



Log in to Self-Service at <https://montibus.lmc.edu> using your full email address (including @lmc.edu).



Lees  McRae
COLLEGE

Sign in

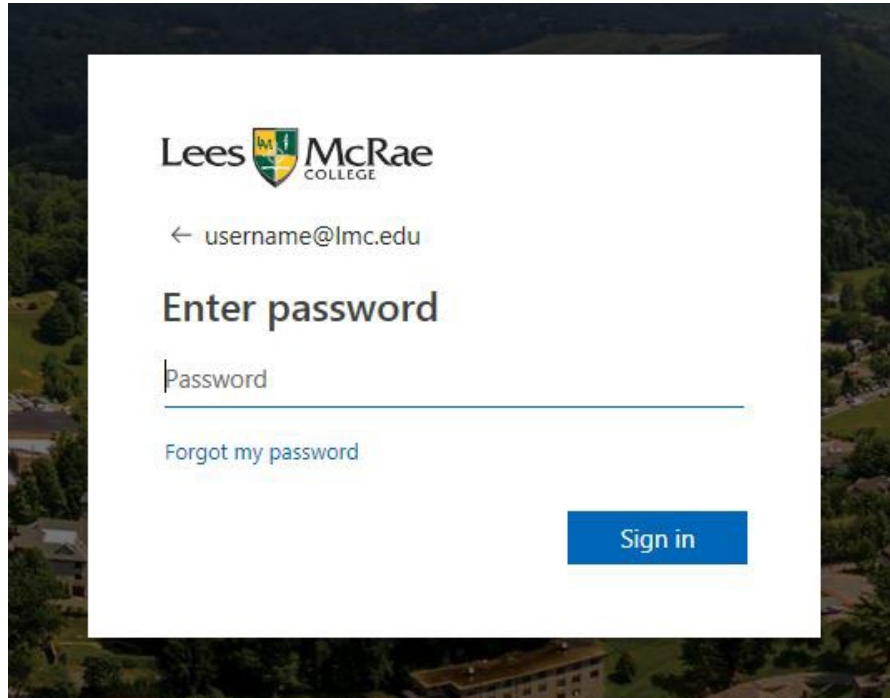
username@lmc.edu X

[Can't access your account?](#)

Next

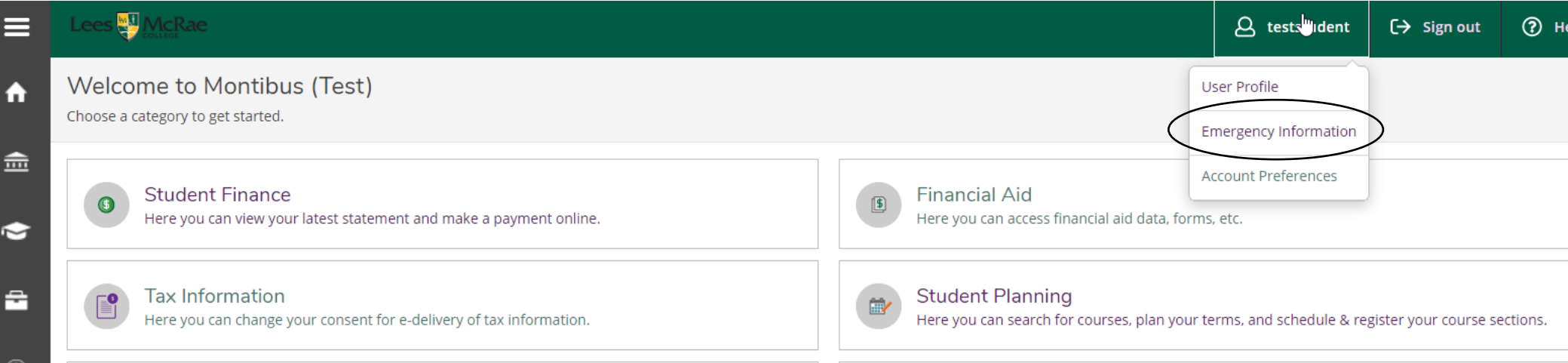
Fill in your Lees-McRae email password and click **Sign in**.

If you've forgotten your password, click the **Forgot my password** link.




If you are using a personal and private computer, you can select Yes to reduce the amount of logins. Otherwise for account security, please select No.

Once you log in to Self-Service, click on your name in the upper right (shown as teststudent here). Then click on **Emergency Information**.



If you do not wish to provide emergency and missing person contact details, choose the check box, "I opt out of providing emergency and missing person contact details," as shown below. When satisfied, click **Confirm**. Once Confirm is pressed, you will see the date you last confirmed this information. Your response has been confirmed and nothing further is necessary. If you do wish to enter emergency contact information, please proceed to the next page.

 **Not Confirmed**
I confirm that this information is accurate and current as of today.


[Confirm](#)

Emergency Contacts

I opt out of providing emergency and missing person contact details.

[+ Add New Contact](#)

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 **Last Confirmed On: 9/10/2019**
I confirm that this information is accurate and current as of today.

Emergency Contacts

I opt out of providing emergency and missing person contact details.

[+ Add New Contact](#)

To add a new contact, click the **Add New Contact** button.

Emergency Information



Not Confirmed

I confirm that this information is accurate and cu

Emergency Contacts

I opt out of providing emergency and missing person cont

[+ Add New Contact](#)

Enter the name of the emergency contact, at least one phone number for this contact, and the effective date for this information to be used (it defaults to today's date). Any other information is optional. You can choose this contact to be for either your Emergency Contact, Missing Person Contact, or both. Simply select the checkbox beside the option(s) you prefer. When you are satisfied with the information entered, click **Add Contact**.

Emergency Contact Information >

Name *

Relationship

Phones (Enter at least one) *

Daytime Phone

Evening Phone

Cell Phone

Address

Effective Date


Emergency Contact

Missing Person Contact

Cancel

Add Contact

Once you have added your contact, you will be returned to the Emergency Information screen. You can add as many contacts as you like. Once you are happy with the information provided, click on **Confirm**.



 **Not Confirmed**
I confirm that this information is accurate and current as of today. Confirm

Emergency Contacts

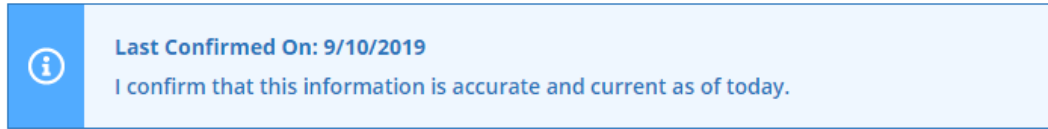
I opt out of providing emergency and missing person contact details.

[+ Add New Contact](#)

TESTING PERSON	
Daytime Phone	
Evening Phone	
Cell Phone	123-456-7890
Address	
Effective Date	9/10/2019
Emergency Contact	✓
Missing Person Contact	✗

Once you have confirmed your contact information, you will see a blue box such as this one at the top of the Emergency Information screen.



If you need to edit any of the information entered for a contact, click the Pencil icon. If you wish to delete the contact, click the X.

Please note that after any edit or deletion, you will have to reconfirm this information by clicking on the Confirm button on the Emergency Information page. If this is the last contact listed, you will either have to add another or opt-out to be able to click on Confirm.

TESTING PERSON

Daytime Phone

Evening Phone

Cell Phone 123-456-7890

Address

Effective Date 9/10/2019

Emergency Contact ✓

Missing Person Contact ✗

