Emergency Contact Information

All faculty and staff are advised to review and update their emergency contact information. Please go to BannerWeb, click on the Personal Information tab and then click on the Emergency Information Review and Update link to record *who* should be contacted in case of an emergency and *how* you can be contacted in case of an emergency. (See the following instructions for accessing BannerWeb.)

In the unlikely event of an emergency on campus, Smith College needs to be able to contact faculty, staff, and students quickly and efficiently. The Smith College emergency notification system allows the college to contact the community in the event of an emergency by sending messages via:

- text messages to your cell phone or mobile device
- e-mail to your Smith address
- voice message to cell phones

When an emergency occurs that requires community attention or action, the system will be activated and you will be notified by text message and voice message to your cell phone and email.

Instructions for accessing BannerWeb:

Those who don’t have access to the portal (including Five College individuals, University of Massachusetts students, and other teaching or working at Smith who are not paid directly via the Smith College payroll) should click on the BannerWeb link at the bottom of the Smith College home page. Then enter your 9-digit Smith College ID Number in the User ID field and your Personal Identification Number (PIN). Then, click Login. When you have finished with BannerWeb, please choose exit and close your browser to protect your privacy. If you have forgotten your User ID, please contact the User Support Center (413-585-4487). Five College individuals and others who are not paid directly via the Smith College payroll who have forgotten their PIN number or find that it is not working, should contact Human Resources (413-585-2260).

All faculty and staff who are on the Smith payroll should always use the Smith Portal to access BannerWeb. Log in to [http://portal.smith.edu](http://portal.smith.edu) with your network username and password and then select BannerWeb. The Portal can be accessed from any computer with an Internet connection and a compatible web browser. Because of minor browser differences, if you encounter problems using BannerWeb with a particular browser, please try a different browser, i.e. Firefox or Internet Explorer.