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cc

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Subject The Importance of Emergency Contact Information

To: All Employees

From: Rebecca West, Assistant Director Human Resource Services

Human Resource Services is pleased to announce that employees now have the capability to review and update their Emergency Contact information online via the SOLAR System. Emergency Contact is important. It provides the University with the information needed to contact those identified in the event of an emergency. We encourage International faculty and staff to list a local contact.

Please log onto the SOLAR System to verify your emergency notification contact(s) to ensure the validity of the information. If it is not correct please click delete and then insert another row and input the pertinent information and save. International faculty and staff are encouraged to list a local contact.

If you do not have access to a computer, please contact your supervisor to update your Emergency Contact(s).

How to access the SOLAR System:

Using Internet Explorer navigate to the Solar System Login page
<https://scoreweb.cc.stonybrook.edu/sbuprod/signon.asp>

Enter your Stonybrook ID, which is the number on your ID Card provided by the Campus Card office. If you do not have a new ID card, then contact your Supervisor or Department secretary.

Please complete the following steps to receive a password or if you've forgotten your password:

Without entering any information click login

Scroll down and you will see a new link appear that says:

Click this link

Enter the information requested

Your password will be reset and the new password will be sent to your e-mail address.

You will be asked to change this password when you log in, then log out, and back in again. If you receive a message about incomplete data, contact your Supervisor or Department secretary. This means that you have incomplete personal information such as your phone number or address. You may be required to complete the appropriate form and submit to Human Resources to have your personal data updated, and emergency contacts may be updated using the form as well.

If you have any questions, concerning Emergency Contact call Rebecca West, Assistant Director of Human Resource Services at (631) 632-6148. If you have any problems related to SOLAR access, please contact Dominick LoGuidice at (631) 632-6254.