

# Security and Personal Information

**STONY BROOK**  
SOLAR System

Home | Add to Favorites | Sign out

**Action Center**

**Holds**  
No Holds.

**To Do List**  
No To Do's.

**Message Center**

new message(s) read message(s)

**New Messages**  
No New Messages.

**Solar System**

**Security and Personal Data**  
[Change My Solar Password](#), [NetID Maintenance](#), [User Preferences](#), [Addresses](#), [Names](#), [Phone Numbers](#), [Email Addresses](#), [Emergency Contacts](#), [Demographic Information](#)

**SB ALERT** **SB Alert Emergency Information**  
[SB Alert - Registration](#)

**Student Records & Registration**  
[Enrollment, Academic Records, Degree Progress](#)

**Student Financial Services**  
[Account Information/Payment](#)

The **Security and Personal Data** section contains links to your personal information. Review and update your personal contact information so we know how to contact you.

Register for **SB Alerts** so that we can notify you when there's an emergency on campus.

## Addresses

It's important for us to have your current addresses on record.

- From the SOLAR Home Page, under **Security and Personal Data**, click **Addresses**

### Addresses

View, add, change or delete an address. Use MAILING address ONLY if different from HOME address. FOR EMPLOYEES, only use HOME and MAILING address types

Address Type	Address	
Home	500 Elm Stony Brook, NY 11794 Suffolk	<input type="button" value="edit"/>

Click **Edit** to update the existing address.

Click **Add a new Address** to add a different Address Type (i.e., *Mailing*).

## Phone Numbers

It's important for us to have your current phone numbers on record.

- From the SOLAR Home Page, under **Security and Personal Data**, click **Phone Numbers**

### Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

*Phone Type	*Telephone	Ext	Preferred	
Cellular	631/555-1234		<input type="checkbox"/>	delete
Home	631/555-1222		<input checked="" type="checkbox"/>	delete

[ADD A PHONE NUMBER](#)

[SAVE](#)

\* Required Field

To change an existing phone number, just replace the old one with the new one.

Click **Delete** to delete a phone number.

Click **Add a Phone Number** to add a different **Phone Type** (i.e., *Home, Cellular, Office*).

Make sure that you select the **Preferred** checkbox for one of the phone numbers!

Click **Save**.

## Email Addresses

Most of the communications you will receive from the University will be in the form of an email. The “preferred” email account you provide in SOLAR will be the one that all communications are sent to, so make sure that it is an account you can check often. **If you do not enter and select a “preferred” email address, these communications will be sent to your MySBmail account.**

Spam filters often intercept “bulk” email messages, so please be sure that your email program is set to accept mail from the “stonybrook.edu” and “sunysb.edu” domains.

- From the SOLAR Home Page, under **Security and Personal Data**, click **Email Addresses**

### Email Addresses

Enter your email addresses below.

If multiple email addresses are entered, specify your primary contact email address by selecting the preferred checkbox.

*Email Type	*Email Address	Preferred	
Home ▼	someone@optonline.net	<input checked="" type="checkbox"/>	<a href="#">delete</a>

[ADD AN EMAIL ADDRESS](#)

[SAVE](#)

\* Required Field

To change an existing email address, just replace the old one with the new one.

Click **Delete** to delete an email address.

Click **Add an Email Address** to add a different **Email Type** (i.e., *Home* or *Other*).

Make sure that you select the **Preferred** checkbox for one of the email addresses!

Click **Save**.

## Emergency Contacts

If there is an emergency, who should we contact?

- From the SOLAR Home Page, under **Security and Personal Data**, click **Emergency Contacts**

### Emergency Contacts

Below is a list of your emergency contacts. To edit the information for a contact, click the Edit button. To add a contact, click the Add an Emergency Contact button.

Contact Name	Relationship		
<a href="#">Jane Doe</a>	Spouse	<a href="#">edit</a>	<a href="#">delete</a>

[ADD AN EMERGENCY CONTACT](#)

**Primary Contact**    Jane Doe

[CHANGE THE PRIMARY CONTACT](#)

Click **Edit** to change an existing emergency contact.

Click **Delete** to delete an emergency contact.

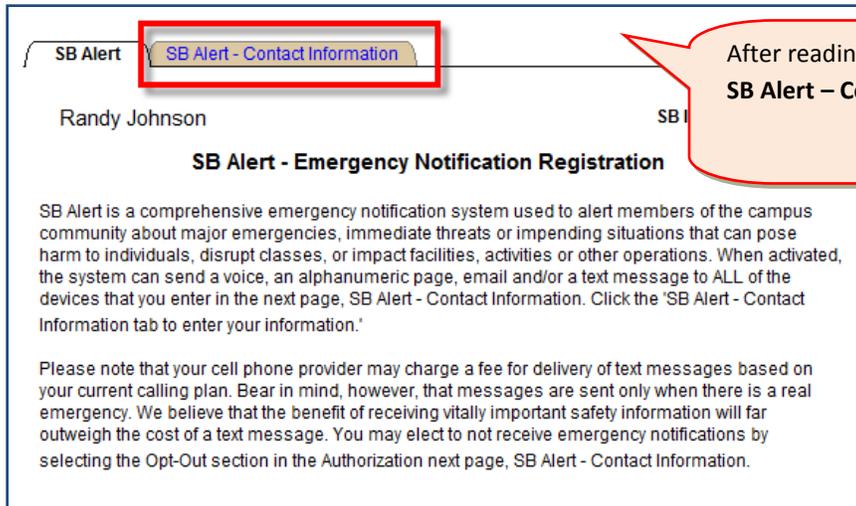
Click **Add an Emergency Contact** to add another contact name. Complete the **Emergency Contact Detail** page and click **Save**.

Click **Change the Primary Contact** to indicate which person is the primary contact.

## SB Alert Emergency Information

Make sure you tell us how to alert you when there's an emergency, immediate threat or impending situation on campus. The system can send a voice message, an alphanumeric page, email or text message to all of the devices that you enter on this page.

- From the SOLAR Home Page, under **SB Alert Emergency Information**, click **SB Alert – Registration**



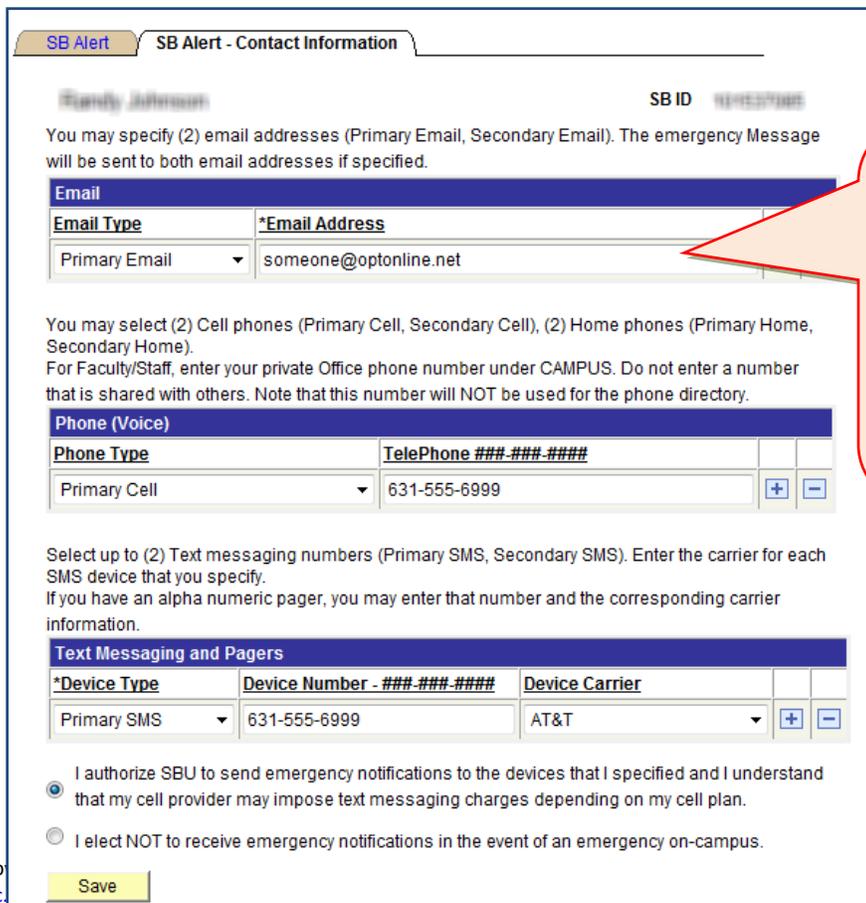
SB Alert    **SB Alert - Contact Information**

Randy Johnson    SB ID 1014527000

### SB Alert - Emergency Notification Registration

SB Alert is a comprehensive emergency notification system used to alert members of the campus community about major emergencies, immediate threats or impending situations that can pose harm to individuals, disrupt classes, or impact facilities, activities or other operations. When activated, the system can send a voice, an alphanumeric page, email and/or a text message to ALL of the devices that you enter in the next page, SB Alert - Contact Information. Click the 'SB Alert - Contact Information' tab to enter your information.'

Please note that your cell phone provider may charge a fee for delivery of text messages based on your current calling plan. Bear in mind, however, that messages are sent only when there is a real emergency. We believe that the benefit of receiving vitally important safety information will far outweigh the cost of a text message. You may elect to not receive emergency notifications by selecting the Opt-Out section in the Authorization next page, SB Alert - Contact Information.



**SB Alert**    **SB Alert - Contact Information**

Randy Johnson    SB ID 1014527000

You may specify (2) email addresses (Primary Email, Secondary Email). The emergency Message will be sent to both email addresses if specified.

Email	
*Email Type	*Email Address
Primary Email	someone@optonline.net

You may select (2) Cell phones (Primary Cell, Secondary Cell), (2) Home phones (Primary Home, Secondary Home).  
For Faculty/Staff, enter your private Office phone number under CAMPUS. Do not enter a number that is shared with others. Note that this number will NOT be used for the phone directory.

Phone (Voice)	
Phone Type	TelePhone ###-###-####
Primary Cell	631-555-6999

Select up to (2) Text messaging numbers (Primary SMS, Secondary SMS). Enter the carrier for each SMS device that you specify.  
If you have an alpha numeric pager, you may enter that number and the corresponding carrier information.

Text Messaging and Pagers		
*Device Type	Device Number - ###-###-####	Device Carrier
Primary SMS	631-555-6999	AT&T

I authorize SBU to send emergency notifications to the devices that I specified and I understand that my cell provider may impose text messaging charges depending on my cell plan.  
 I elect NOT to receive emergency notifications in the event of an emergency on-campus.

**Save**

## Set User Preferences

You may set defaults each semester (term) so that you don't have to keep entering them as you navigate in SOLAR.

- From the SOLAR Home Page under **Security and Personal Data**, click **User Preferences**

### User Preferences

To facilitate your navigation through the different pages, and to avoid having to select the generic values, you may default your most commonly used the following fields. Other values will remain available for selection as appropriate for each feature.

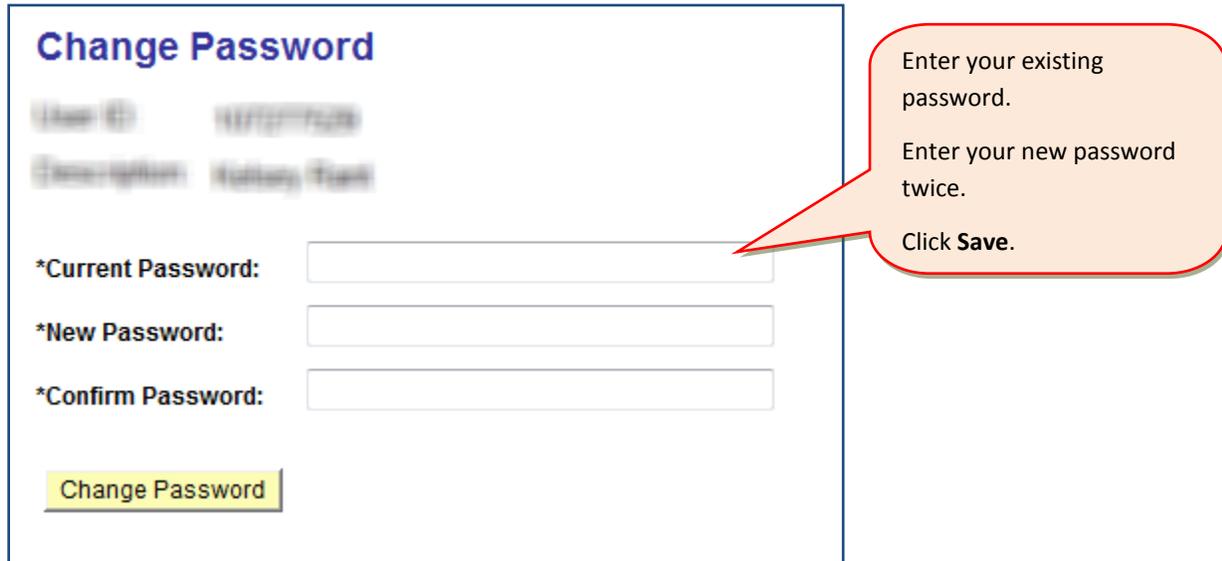
<b>Institution</b>	<input type="text" value="SUNY at Stony Brook"/>
<b>Academic Career</b>	<input type="text" value="Undergraduate"/>
<b>Term</b>	<input type="text" value="1098"/> <input type="text" value="Fall 2009"/>
<b>Aid Year</b>	<input type="text" value="2010"/> <input type="text" value="Financial Aid Year 2009-2010"/>

Select the **Institution**,  
**Academic Career**, **Term**  
and **Aid Year**.  
Click **Save**.

## Change Your SOLAR Password

You may change your SOLAR password at any time.

- From the SOLAR Home Page under **Security and Personal Data**, click **Change My SOLAR Password**



The screenshot shows a web form titled "Change Password". At the top, it displays "User ID: 1012345678" and "Description: History Track". Below this are three input fields: "\*Current Password:", "\*New Password:", and "\*Confirm Password:". A yellow button labeled "Change Password" is at the bottom. A red callout box on the right contains the following instructions: "Enter your existing password.", "Enter your new password twice.", and "Click **Save**."

If you do not know your current password, click the **SOLAR Password Help** link on the SOLAR sign in page.

## Find Your NetID

Your **NetID** and **NetID password** are used to access many University services (SINC Site computer and printing, MySBmail, MySBfiles, Blackboard, ResNet, etc.).

Go to this page in SOLAR to find your NetID and to set your NetID password and security question.

- From the SOLAR Home Page under **Security and Personal Data**, click **NetID Maintenance**

### NetID Maintenance

XXXXXXXXXX Name: XXXXX, XXXX

Your NetID is **XXXXXXXX**

#### About your NetID

Your NetID and associated password are your credentials for accessing a variety of University services. [Click here for more information.](#)

#### Security Question

In order to access the password management features available on this page, you will need to verify your identity by answering your security question. If you have not set up your security question yet, you will need to do so now in order to proceed.

[Your Security Question is on file. Click here to verify.](#)

[Test Your NetID Password](#)

The first time you visit this page you will have to set up your security question. Then, whenever you want to change your password you will have to verify your identity by answering the security question correctly.

If you forget your security question/response click the **Report a Problem** link on the SOLAR sign in page.