

In addition to your health documentation and COVID viral testing results, it is also required that you review, complete, and submit the following through myCaz. Some of this is a new process. Returning and new students are expected to review all steps carefully! Successful check in to your residences and access to your classes will be dependent on your health documentation, COVID-19 test results, and this emergency and COVID directive information each fully completed and submitted.

NOTE; to complete all parts below you should be prepared with:

- Your Insurance Carrier and Policy Number.
- An electronic copy/picture of your Insurance Card to submit to the college.

Please expect to complete:

- 1) Your Emergency and Missing person contact information in Self Service
- 2) your COVID Information form found here:
<https://mycaz.cazenovia.edu/resources/health/Pages/COVID-Information-Form.aspx>
- 3) Upload pictures of your insurance cards front and back here
<https://mycaz.cazenovia.edu/resources/health/Pages/Insurance-ID-Card-Upload.aspx>

All required information is expected of both residential and commuter students.

More detailed instructions for providing the Emergency and COVID Emergency information above are indicated here:

Step 1: Self Service

Step 1: Go to **Self Service** and login with your username and password.

Step 2: Click on **User Profile**.

For Address

Step 3: Review your **Home/Permanent Address**.

Step 4: Students not living on campus need to add their **Off-Campus Address**.

Phone Numbers

Step 5: **Update** or **Add** your **Cell Phone Number**.

Step 6: Click on username and click on **Emergency Information**.

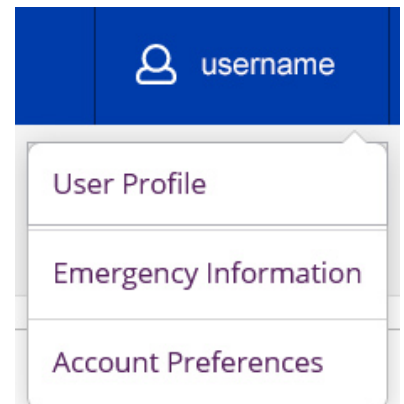
For Emergency Contacts

Step 7: **Update** or **Add** an **Emergency Contact Person** and a **Missing Person Contact**.

- This can be the same person, or it can be two different people.
- You must have a contact for both Emergency and Missing.

Step 8: **Other Emergency Information: (this is where you will need your Insurance Carrier and Policy Number)**

- Enter Hospital Preference, Insurance Carrier, and Policy Number



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Step 2: myCaz

Once you have completed the information in Self Service:

- 1) Click <https://www.cazenovia.edu/campus-resources/intranet-resources>
 - Click on the myCaz icon
 - Log in to myCaz using your email address and password
- 2) Complete your *COVID Information Form* found at:
<https://mycaz.cazenovia.edu/resources/health/Pages/COVID-Information-Form.aspx>
- 3) Upload pictures of your *insurance cards front and back* at
<https://mycaz.cazenovia.edu/resources/health/Pages/Insurance-ID-Card-Upload.aspx> (*this is where you will need the digital copies/pictures of front/back of your insurance card*).