Adding or Updating Emergency SMS (text) Alerts for Faculty-Staff

Step 1 –

Navigate to the myHR login page and login using your NETID and password.
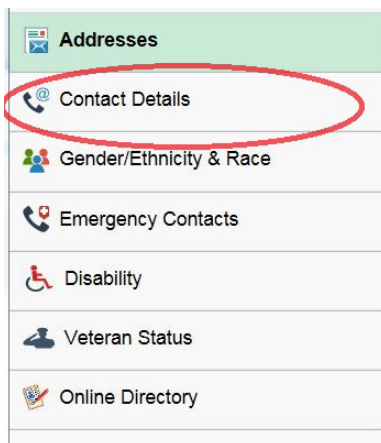
Step 2 –

Click on the **Personal Details** tile displayed near the top left of your **Employee Self Service** homepage.

Step 3 –

Click on **Contact Details** displayed on the left-hand menu.

Step 4 –

Follow directions in the Phone Numbers section to add, delete or modify a **Phone Type** of **Mobile**, then click the **Save** button to receive SMS (text) emergency alerts.

Your cell phone number must have a **Phone Type** of **Mobile** in order to receive SMS (text) messaging.

Please allow up to 24 hours for your information to update within Rave, Northwestern's emergency notification system.

Updated 4.10.2023