

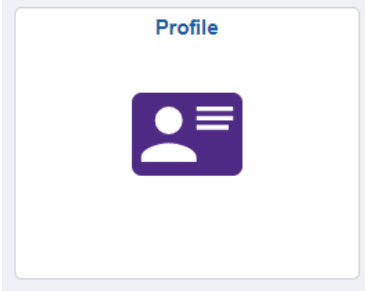
# Adding or Updating Emergency SMS (text) Alerts for Students

## Step 1 –

Navigate to the [CAESAR](#) login page and login using your NETID and password.

## Step 2 –

Click on the **Profile** tile displayed towards the top left of your student homepage.



## Step 3 –

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

**Profile**

ID

- View Personal Details
- Update Personal Details
- Contact Details**
- Addresses
- Missing Person Contact
- Emergency Contacts
- IPEDS Ethnicity
- Northwestern Student ID
- National ID (SSN)

**Contact Details**

**Email**

Email	Type	Preferred
jeffrey-wilson@northwestern.edu	Northwestern	✓

**Phone** ⓘ  
Please click on the help icon for more information

Phone	Type	Use for Emergency Notification	Preferred
444/333-2222	Cellular	Yes	✓

## Step 4 –

Follow directions on the Contact Details page to add, delete or modify a **Phone Type** of **Cellular**. Please be sure to check the “*Use for Emergency Notification*” box, then click the **Save** button to receive SMS (text) emergency alerts.

Phone Type	USA	Int	Telephone	Ext	Use for Emergency Notification	Preferred	
Cellular	<input checked="" type="checkbox"/>		111/222-3333		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	🗑️
Permanent	<input checked="" type="checkbox"/>		111/333-4444		<input type="checkbox"/>	<input type="checkbox"/>	🗑️

Add a Phone Number

Save

Your cell phone number must have a **Phone Type** of **Cellular** 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.