

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.

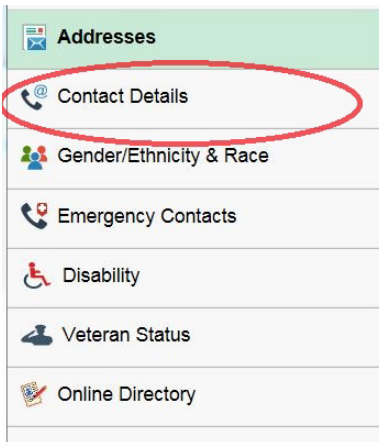
Step 2 –

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**. Please be sure to check the "*Preferred*" box, then click the **Save** button to receive SMS (text) emergency alerts.

Phone

Number	Extension	Type	Preferred
224/226- xxxx		Mobile	<input checked="" type="checkbox"/>

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.