

# Employee Portal: Quick Reference

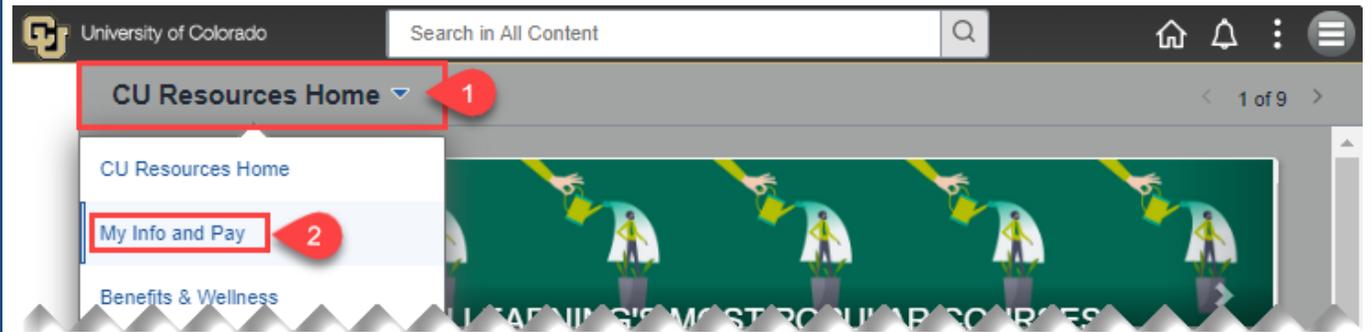
## Select CU Text Alert Preferences

Navigation Shortcut: **CU Resources > My Info and Pay > CU Text Alert Preferences**

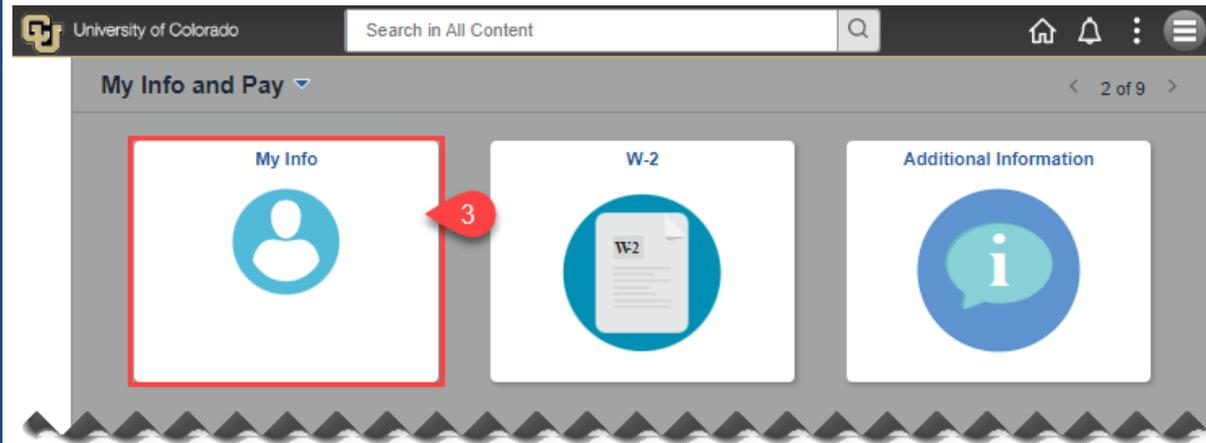
Sign up for CU emergency text alerts and select your language preference.

To perform activity:

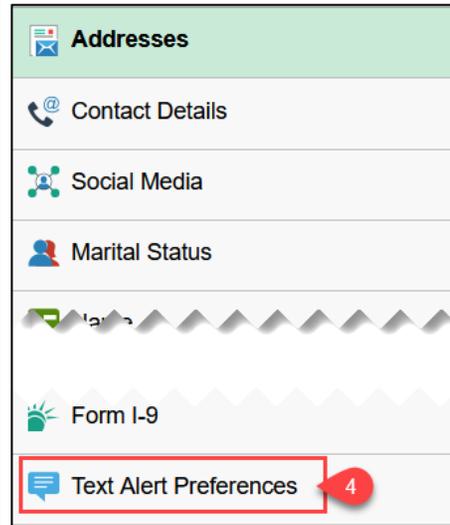
1. Log into the CU Campus Portal ([my.cu.edu](https://my.cu.edu)).
2. From the **CU Resources Home** menu choose **My Info and Pay**.



3. Choose the **My Info** tile.



- From the left side navigation, choose **CU Text Alert Preferences**.



- From the **Preferred Language** drop down, select the language in which you want to receive emergency text alerts.
- Under **Want to Receive Alerts**, click the button to switch to **Yes**.
- In the **Phone Number** field, enter your mobile phone number.
- Choose **Save**.

