

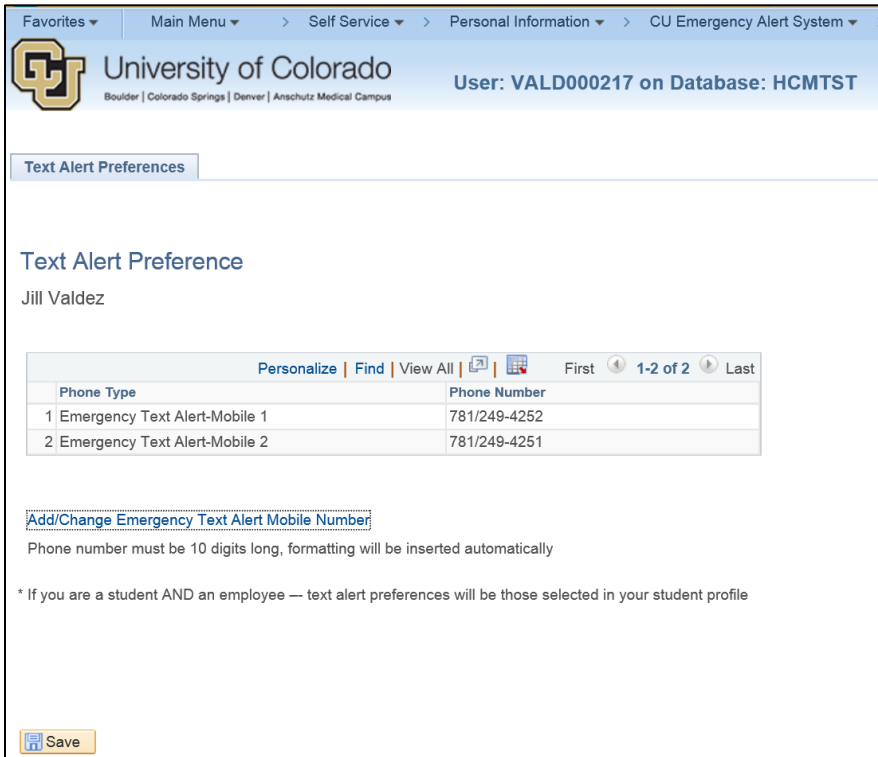
Human Capital Management: Step-by-Step Guide

Updating Emergency Alert Contacts

At the Boulder campus, HCM users can update personal information to enable receipt of emergency alerts via text message. There are up to two phone types allowed for the Emergency Alert System (Emergency Text Alert – Mobile 1 and Emergency Text Alert – Mobile 2). Other campuses have their own, similar, alert systems.

To add or update the emergency text alert contact numbers:

1. Log in to HCM.
2. From the **NavBar**, click **Navigator > Self Service > Personal Information > CU Emergency Alert System > CU Text Alert Preferences**
(To update for an employee, Non-Pay Actions > Personal Information > Modify a Person > Search/Select > Contact Information tab)



Text Alert Preferences

Text Alert Preference
Jill Valdez

Phone Type	Phone Number
1 Emergency Text Alert-Mobile 1	781/249-4252
2 Emergency Text Alert-Mobile 2	781/249-4251

[Add/Change Emergency Text Alert Mobile Number](#)
Phone number must be 10 digits long, formatting will be inserted automatically

* If you are a student AND an employee — text alert preferences will be those selected in your student profile

3. Click **Add/Change Emergency Text Alert Mobile Number**.
4. Click **Add Phone Number** and select the **Emergency Text Alert – Mobile 1**, or **Mobile 2**, or both phone types to enter a phone number that will be used by the Emergency Alert System. Employees will

see these numbers displayed in the text alert boxes in the portal.

University of Colorado
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User: VALD000217 on Database: HCMTST

Phone Numbers

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Enter your phone numbers.

Phone Type	*Telephone	Extension	Preferred	Delete
Cellular	720/495-0434 x		<input type="checkbox"/>	
Campus 1	303/492-6529		<input checked="" type="checkbox"/>	
Emergency Text Alert-Mobile 1	781/249-4252		<input type="checkbox"/>	
Emergency Text Alert-Mobile 2	781/249-4251		<input type="checkbox"/>	

Add Phone Number

Save

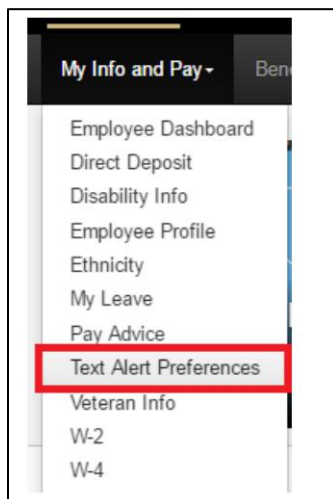
* Required Field

5. Click **Save**.
6. Click **OK**.

You can return to the CU Text Alert Preferences page to view the emergency phone types displayed in the Text Alert Preference boxes.

Currently, Boulder campus employees can access the Text Alert Preferences window through the portal:

1. Log in to the portal.
2. Click the **My Info and Pay** menu.



3. Click **Text Alert Preferences**.
4. Click **Add/Change Emergency Text Alert Mobile Number**.

5. Click **Add Phone Number** and select the **Emergency Text Alert – Mobile 1**, or **Mobile 2**, or both phone types to enter a phone number that will be used by Rave Alerts.
6. Click **Save**.
7. Click **OK**.

You can return to the CU Text Alert Preferences page to view the emergency phone types displayed in the text alert preference boxes.