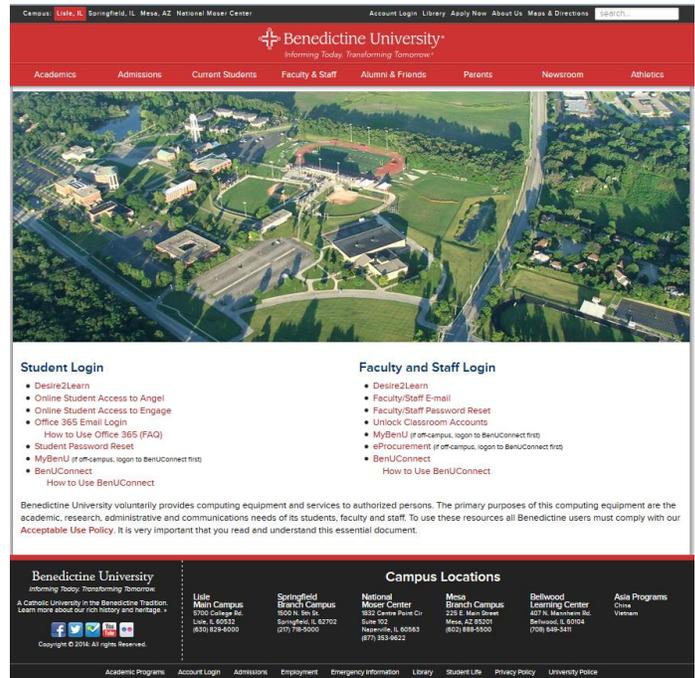


Managing Your BenAlert Contacts

Where do I go?

1. Go to the University website at <http://www.ben.edu/accountlogin.cfm> to login to MyBenU
2. If on-campus, click on “[MyBenU](#),” and login to [MyBenU](#) using your network user name and Password
3. If off-campus, click on “[BenUConnect](#)” and login to BenUConnect using your network user name and password. Click on “MyBenU” and login in using your network user name and password.
4. Once logged in to MyBenU, click on “Self Service,” then “Campus Personal Information” and then “Phone Numbers”



You will see this screen:

go to ...

Personal Information

phone numbers | email addresses

Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

*Phone Type	*Telephone	Ext	Preferred	
Campus			<input type="checkbox"/>	delete
Mobile			<input type="checkbox"/>	delete
Ben Alerts & Notifications 1			<input type="checkbox"/>	delete
Home			<input checked="" type="checkbox"/>	delete

ADD A PHONE NUMBER

SAVE

* Required Field

BenAlert Phone Types

All Alerts and Notifications

BenAlert can contact up to 6 phone numbers. Two will be used to contact you for all alerts and notifications of emergencies. These are labeled as **BenAlerts & Notifications** under phone type. BenAlerts & Notifications 1 is the primary phone number found in Benedictine's Peoplesoft system which has been pre-populated.

Additional Alert Numbers

You can add 3 additional numbers to be contacted in case of emergencies. These are labeled as **BenAlerts** in the phone type drop down.

Ben TTY

There is also an entry if you use TTY/TDD receiving devices.

Ben SMS

If you want to receive text messages from BenAlert, add your cell number and choose the Ben SMS phone type. Please be aware that you may be charged for receiving text messages based on your mobile carrier plan.

Note: BenAlert cannot call phone numbers that require an extension.

Updating Your BenAlert Phone Numbers

Change an Existing BenAlert Number

To change an existing phone number, highlight the existing number and type in the desired number. Click Save.

Note: You are unable to change the Campus, Home or Work Cell Phone Types.

Add a BenAlert Number

Click the **ADD A PHONE NUMBER** button.

In the new line that appears, choose a Phone Type from the drop down and then type in the telephone number desired. Click Save.

Note: If you choose a BenAlert selection already in use, you will get a warning box and the drop down will turn red.



Delete a BenAlert Number

Locate the number you want to remove from BenAlert. Click the delete button at the end of the row. Click Save.

*Opt Out of BenAlert**

Remove all numbers that are next to a BenAlert phone type. Click Save.

*The BenAlerts and Notifications 1 primary phone number cannot be opted-out. The BenAlert system is one of the University's primary communication vehicles in the event of a campus emergency, therefore, University policy requires at least one contact phone number be in the system for each student, faculty and staff member. You may opt out of any of the other BenAlert notification methods at any time.