

Managing Your BenAlert Contacts

Where do I go?

1. Go to the University website at <http://www.ben.edu/current-students/index.cfm> to login to MyBenU.
2. Click on [MyBenU](#), and login using your network user name and password.
3. Once logged in to MyBenU, click on “Student Profile.” Here is where phones numbers and email addresses can be added or changed.

The screenshot displays the Benedictine University website. At the top, a red navigation bar includes the university logo and links for Admissions, Degrees & Programs, Athletics, Alumni & Friends, About & Locations, and a search icon. Below this is a yellow banner with a warning icon and the text: "Coronavirus (COVID-19) Updates → Please click here for the latest information regarding Benedictine University's response to the Coronavirus (COVID-19) outbreak." A green bar below the banner contains "Student Resources" and a menu with links to Account Login, Library, Directory, Student Affairs, BenULive, Class Gift, and Scholarships. The main content area is divided into three columns: "Quick Resources" (listing Student Health Services, Counseling Center, Library, Student Handbook, Academic & Career Enrichment Center, and Office of the Registrar), "Popular Resources" (listing Library, D2L Information, BenULive, Course Catalogs, General Education Requirements, Bookstore, Academic Calendars, Student Affairs, Inclusion and Diversity, Office of Financial Aid, Scholarships, Commencement Information, Dining Services, Athletics, Business Office, and Class Registration), and "Student Login" (listing Desire2Learn, Online Student Access to Engage, Office 365 Email Login, How to Use Office 365 (FAQ), Student Password Reset, MyBenU, PaperCut Account Management, IDEA Access for Students, and BenUConnect). An "Upcoming Events" section shows a calendar icon for August 20 and the event "RN-BSN Program - Virtual Information Session". At the bottom, a "MYBenU" header is followed by a navigation bar with icons for BU Notifications, Manage Classes, Academic Records, Student Financial Account, and Student Profile.

BenAlert Phone and Email Types

All Alerts and Notifications

The BenAlert emergency notification system can hold an unlimited amount of phone numbers and email addresses. All contact information that is included in Benedictine's PeopleSoft system is automatically included in the BenAlert system. **BenAlerts & Notifications 1** is the primary phone number found in the Peoplesoft system which has been pre-populated. This label cannot be changed.

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.

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

Updating Your BenAlert Phone Number and Email Address

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 **+** symbol to **ADD A PHONE NUMBER or EMAIL ADDRESS**.

In the new line that appears, choose a Phone Type from the drop down and then type in the telephone number desired. Phone Types can only be used once. An error message will appear if a Phone Type is already used. Click Save.

Delete a BenAlert Number

Locate the number you want to remove from BenAlert. Click the arrow at the end of the row, click **DELETE**, then 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.