Update Emergency Alerts - Student

SOUTHEASTERN LOUISIANA UNIVERSITY

Overview

This quick reference guide will cover how to update a student's emergency alerts preferences. NOTE: Workday defaults to sending an email to your Southeastern email address and the mobile number listed on your contact page.

Process

1. In Workday, navigate to your profile by selecting your profile picture and then **View Profile.**
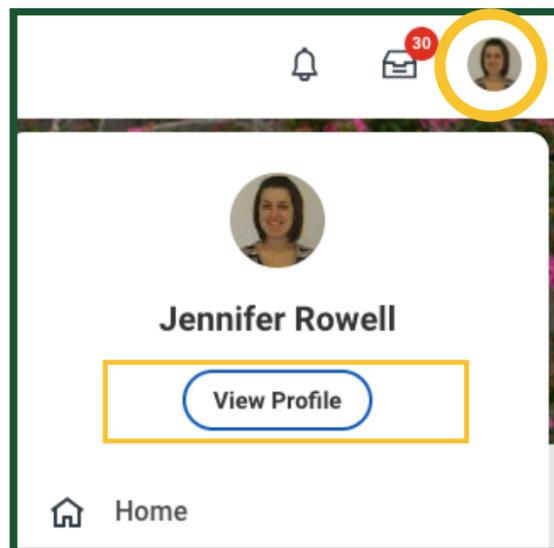
2. From the navigation menu on your profile, select **Personal > Additional Data.**
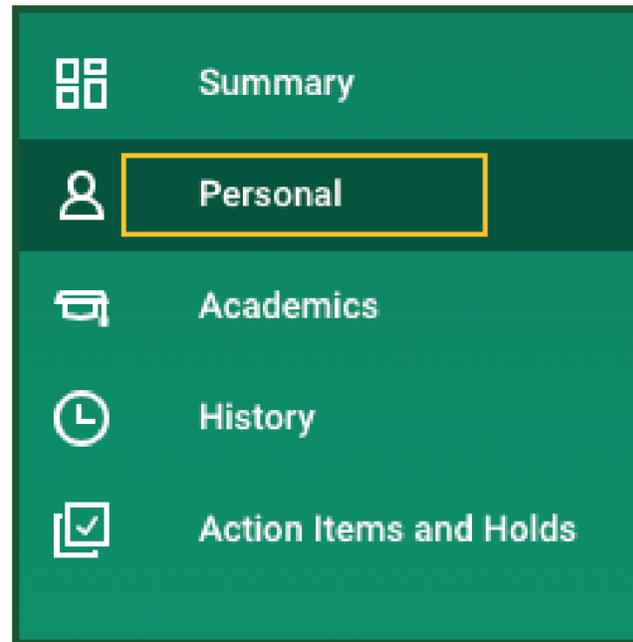
3. To update your information, under Emergency Alert - Student, select **edit.**
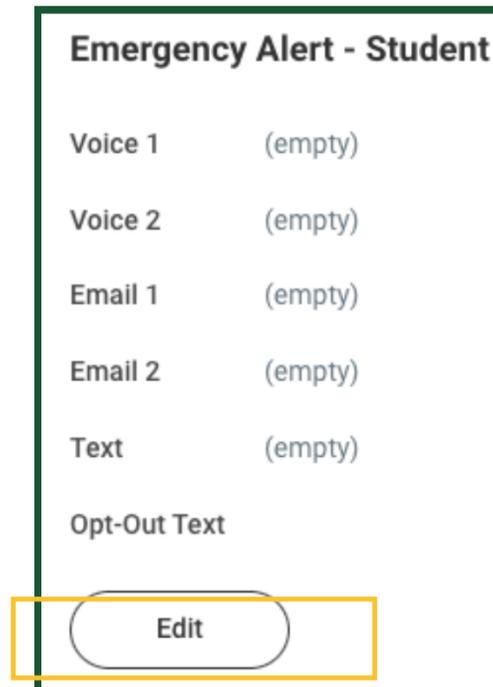
- **Voice** - enter a phone number you would like to receive voicemail alert to.
- **Email** - enter an additional email address you would like to receive an email alert to.
- **Text** - enter an additional phone number you would like to receive a text alert to.
- **Opt-Out Text** - this allows you to opt out of having all emergency and urgent text alerts sent to your mobile phone that is on file with the University.

4. When finished, press **OK** and **Done**.

1