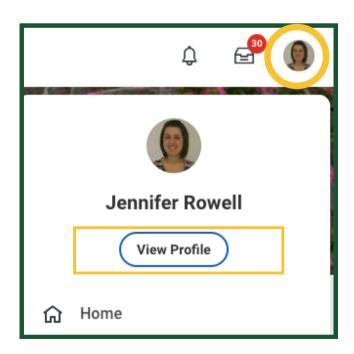
## Update Emergency Alerts - Worker Southeastern

## **Overview**

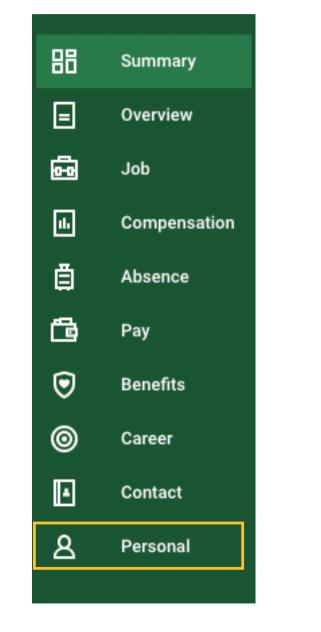
This quick reference guide will cover how to update an employee's emergency alerts preferences. NOTE: Workday defaults to sending an email to your Southeastern email address and the mobile number listed on your contact page.

## **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.



Personal Information	IDs	Documents	Additional Data
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3. To update your information, under Emergency Alert -Worker, select edit.

Emergency Alert - Worker			
Voice 1	(empty)		
Voice 2	(empty)		
Email 1	(empty)		
Email 2	(empty)		
Text	(empty)		
Opt-Out Text			
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**.

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