



## Emergency Phone Notification

### Employees only

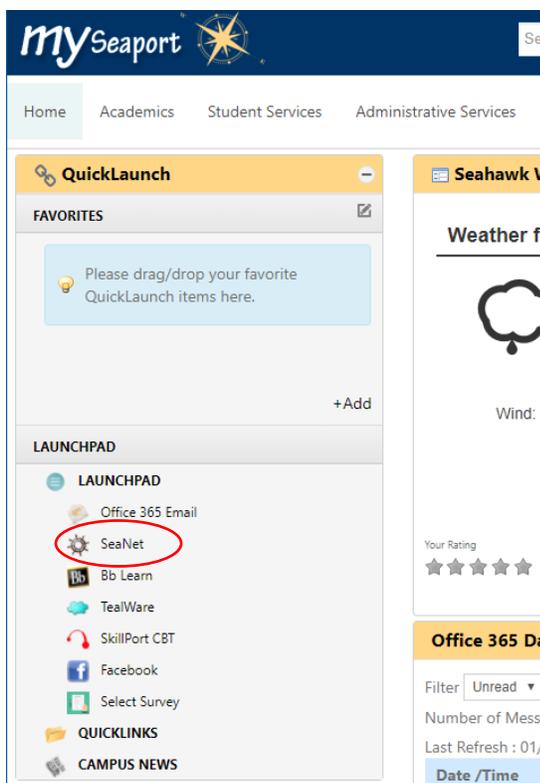
UNCW Alert includes multiple communication tools that the university may deploy during an emergency. Pay attention to the university homepage, emails, text messages, phone calls and other communications from the university.

Employees must opt-in to receive UNCW Alert emergency notifications by voice and text. UNCW email accounts have always been included in the emergency notifications. Your emergency phone contact remains confidential and is only used for emergency notification and periodic system testing. In an actual emergency, messages may be received at any time of day or night. Standard text messaging fees may apply, but there are not additional charges from the university.

If you wish to receive UNCW Alert emergency notifications please follow the steps outlined below.

### How to update/add your emergency phone notification number?

*Step 1: Go to **SeaNet** (seanet.uncw.edu) Also can be accessed through MySeaPort*



*Step 2: Login using your UNCW credentials*

*Step 3: Go to the **Personal Information** tab*

Search

## Personal Information

[Change PIN](#)

[Change Security Question](#)

[View Address\(es\) and Phone\(s\)](#)

View your address(es) and phone(s)

[Update Address\(es\) and Phone\(s\)](#) ←

Update your address(es) and phone(s)

[View E-mail Address\(es\)/Personal Web Page\(s\)](#)

View your e-mail address(es) & if faculty, your personal web page(s)

[Update E-mail Address\(es\)/Personal Web Page\(s\)](#)

Update your e-mail address(es) & if faculty, your personal web page(s)

[View Emergency Contacts](#)

View who should be contacted in the event of an emergency

[Update Emergency Contacts](#)

Update who should be contacted in the event of an emergency

[Veterans Classifications Survey](#)

[Enter Preferred First Name](#)

Enter/Update your preferred first name.

**Step 4:** Select **Update Address(es) and Phone(s)**

**Step 5:** Select **UNCW Alert** under the Type of Address to Insert. Click Submit.

**Step 6:** Update the **UNCW Alert** address and Primary Phone Number For This Address.

**Primary**

Valid From This Date:MM/DD/YYYY  ←

Until This Date:MM/DD/YYYY

Address Line 1:  ←

Address Line 2:

Address Line 3:

City:  ←

State or Province:  ←

ZIP or Postal Code:  ←

County:

Nation:

Delete this Address:

**Primary Phone Number For This Address:**

Area Code	Phone Number	Extension	International Access Code and Phone Number	Unlisted
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

OR

Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Be sure to fill out the date, address line 1, city, state, zip, and primary phone with area code. Under Phone Type select "UNCW Alert" and enter your area code and phone number again.

*Step 7:* When done, **Submit**.

*Step 8:* Review to ensure the number was saved.

## How do I delete or change the emergency phone notification?

Using the same steps 1 – 4 above.

*Step 5:* For the UNCW Alert address/phone, click **Current**.

UNCW Alert	Phones
<b>Current</b> Jan 11, 2018 to (No end date) [Redacted] Wilmington, North Carolina [Redacted] New Hanover	Primary: [Redacted] UNCW Alert: [Redacted]

*Step 6:* To delete, check the **Delete This Address** checkbox.

To update, change the **Primary Phone Number For This Address** and the UNCW Alert phone number under **Phone Type**.

*Step 7:* When done, **Submit**.

*Step 8:* Review to ensure the number was deleted or updated.