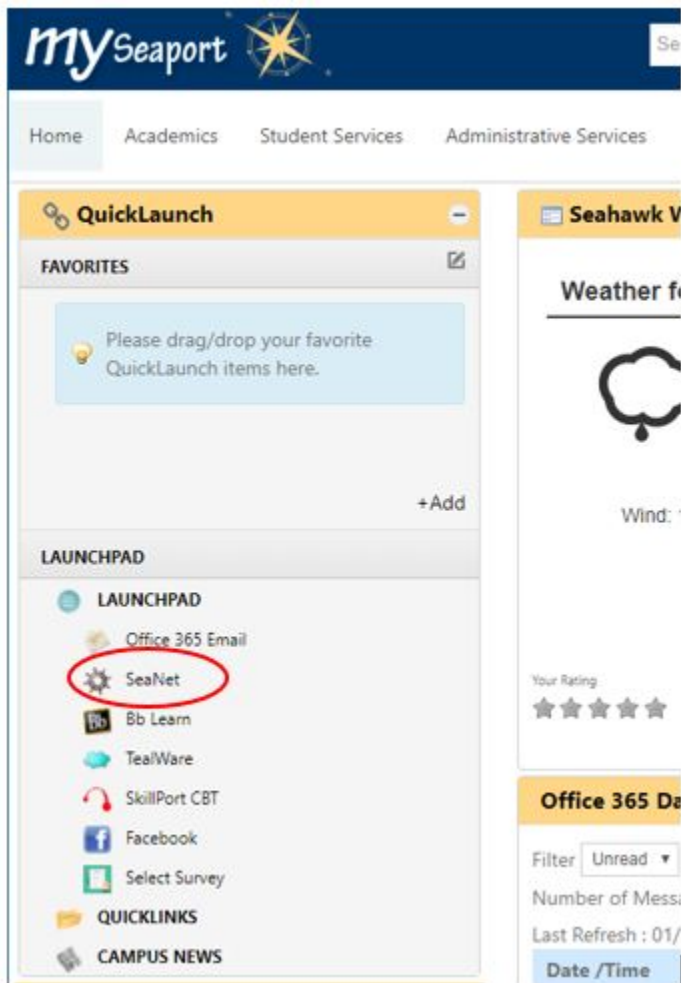


## Employee Instructions:

Employees must receive UNCWAlert emergency notifications by voice and text. 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.

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

**Step 1:** Go to [SeaNet \(seanet.uncw.edu\)](http://seanet.uncw.edu) Also can be accessed through MySeaPort



**Step 2:** Login using your UNCW credentials

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

**Step:4** Click on “Personal Information” link

Search

[Student Services & Financial Aid](#)

Register for classes; Display your class schedule; View your holds; Display your grades  
Run a Degree Audit

[Employee Information](#)

View or change your benefits information; View your leave history or balances, job infor  
more.

[Faculty & Advisors](#)

Display student information; Display your class list; Enter grades; Process registration c

[Personal Information](#)

View or update your address(es), phone number(s), e-mail address(es), Personal Web ;

[Return to Homepage](#)

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

Search

## Personal Information

[Change PIN](#)

[Change Security Question](#)

[View 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

[Enter Preferred First Name](#)

Enter/Update your preferred first name.

**Step 5:** Select **UNCWAlert** under the Type of Address to Insert then Click **Submit**.

## Update Address(es) and Phone(s) - Select Address

 To **choose** an existing address, click the **link** next to the corresponding address  
To **add** a new address type, select the address type from the pull-down list at t  
**Note:** Entering overlapping dates may change the effective dates on existing ad

For change of address information and USPS forms, [click here](#). Use your browser's B

### Addresses and Phones

#### Campus Employee

Current: Nov 18, 2019 to (No end date)

#### Phones

Primary: 910-962

Administrative Annex  
Wilmington, North Carolina 28403-5960

#### Primary

Current: Jan 06, 2020 to (No end date)

#### Phones

Primary: None Provided

Type of Address to Insert:

Submit

**Step 6:** Update the **UNCW Alert** address (required by Banner) and **Primary Phone Number** for this address.

#### 6.1 Enter the current date in the 'Valid From This Date' field


#### 6.2 Enter the Banner required address fields

When updating or inserting an address, **Address Line 1**, **City**, **State/Province**, and **ZIP/Postal Code** are required fields.  
For your UNCW Alert Phone number, use the University's address information for these fields as follows:

601 S. College Road  
Wilmington, NC  
28403

**6.3 Enter your UNCW Emergency Alert Number.** UNCW encourages faculty, staff and students to register their cell phone numbers for UNCW Alert emergency text and voice messages.

# Update Address(es) and Phone(s) - Update/Insert

 When updating or inserting an address, **Address Line 1, City, State/Province, and ZIP/Postal Code** are required published.

## UNCW Alert

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            | OR | International Access Code and Phone Number | Unlisted                 |
|----------------------------------|--------------------------------------|----------------------|----|--|--------------------------|
| <input type="text" value="910"/> | <input type="text" value="5551212"/> | <input type="text"/> | OR | <input type="text"/>                       | <input type="checkbox"/> |

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

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

# Update Address(es) and Phone(s) - Select Address

 To **choose** an existing address, click the **link** next to the corresponding address.  
To **add** a new address type, select the address type from the pull-down list at the bottom  
**Note:** Entering overlapping dates may change the effective dates on existing address records

For change of address information and USPS forms, [click here](#). Use your browser's Back button

## Addresses and Phones

### Campus Employee

Current: Nov 18, 2019 to (No end date)

### Phones

Primary: 910-962

Administrative Annex  
Wilmington, North Carolina 28403-5960

### UNCW Alert

Current: Feb 25, 2021 to (No end date)

601 S. College Road  
Wilmington, North Carolina 28403

### Phones

Primary: 910-5551212

How do I delete or change the emergency phone notification?

Using the same steps 1-4 above.

**Step 5:** For the UNCWAlert Address/Phone, click **Current**

### UNCW Alert

Current: Jan 19, 2018 to (No end date)

Wilmington, North Carolina  
New Hanover

### Phones

Primary:

**Step 6:** To delete, check the **Delete** checkbox. To update, change the **Primary Phone Number For This Address** and the UNCWAlert phone number under **Phone Type**.

| Phone Type | Area Code | Phone Number | Ext. |    | International Access Code and Phone Number | Unlisted                 | Delete                   |
|------------|-----------|--------------|------|----|--|--------------------------|--------------------------|
| Cellular   | █         | █            |      | OR |  | <input type="checkbox"/> | <input type="checkbox"/> |
| Select     |           |              |      | OR |  | <input type="checkbox"/> | <input type="checkbox"/> |
| Select     |           |              |      | OR |  | <input type="checkbox"/> | <input type="checkbox"/> |
| Select     |           |              |      | OR |  | <input type="checkbox"/> | <input type="checkbox"/> |
| Select     |           |              |      | OR |  | <input type="checkbox"/> | <input type="checkbox"/> |

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

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