Employee Instructions:

Employees must receive UNCW Alert 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) 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
Step 4: Select Update Address(es) and Phone(s)
Step 5: Select **UNCW Alert** 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.

**Note:** Entering overlapping dates may change the effective dates on existing addresses.

For change of address information and USPS forms, click here. Use your browser's **Edit**.

### Addresses and Phones

**Campus Employee**

<table>
<thead>
<tr>
<th>Current: Nov 18, 2019 to (No end date)</th>
<th>Phones</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Annex</td>
<td>Primary: 910-962</td>
</tr>
<tr>
<td>Wilmington, North Carolina</td>
<td></td>
</tr>
</tbody>
</table>

**Primary**

<table>
<thead>
<tr>
<th>Current: Jan 06, 2020 to (No end date)</th>
<th>Phones</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Primary: None Provided</td>
</tr>
</tbody>
</table>

![](Type of Address to Insert: UNCW Alert)

**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.
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 UNCWAlert Address/Phone, click Current

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

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