EMU at Lancaster Alerts

How to sign up or update how you receive EMU at Lancaster Alert messages...

Alert Messages are used for Emergencies like weather related changes and updates.

1. Navigate to <u>myEMU</u> and log in with your Royals username and password.

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Eastern Mennonite University	Log in to myEMU	Welcome back Julie R Siegfried (Personal Info Logout)
A EMU Homepage		
EMU Alerts: H'burg opening 9:25	am: Lanc. opening 10am	Tuesday, January 27, 2015 7:08AM
EMU Alerts (Tue 27 Jan): EMU H'burg first period classes	: canceled; classes begin at 9:25am. EMU Lanc. openi	
		Click for more details »
Home Employee Info Retention Help	Alerts Accounts Academics Admissions Housing Directory	My Pages
You are here: Home		
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2. Click on the Directory Tab.



3. To configure how you receive EMU Alerts, click on *Update Employee Info, Update Student Info,* or *New Student Directory*.

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Home Employee Info Re	Retention Help Alerts Accounts Academics Admissions Housing Directory My Pages	
You are here: Directory > Directory Hom	ne	_
Directory		。
Directory Home	Mobile Directory	0
Update Employee Info Update Student Info New Student Directory	Mobile users: visit my.emu.edu/Go to access the mobile-friendly directory.	

- 4. Complete the form. Pay attention to all * required fields.
 - a. **IMPORTANT*** Section 1 you will need to enter and/or identify what email and/or mobile number you want the EMU Alert messages sent to.

15. Receive EMU Alerts at this email address? *Required	 Yes, want EMU Alert messages sent to this email address. No, I DO NOT want EMU Alert messages sent to this email address. 		
16. Primary Phone	000-000-0000 *Required, Format: 555-555-5555		
17. Set my primary phone as private? *Required	Yes		
	O No		
18. Mobile Phone	000-000-0000 Format: 555-555-5555		
19. Set my mobile phone as private?	Yes		
	O No		
20. Receive EMU Alerts at this mobile phone? *Required No, I DO NOT want EMU Alert messages sent to this mobile phone.			

b. EMU Alert Distribution Lists – Choose "Lancaster" location.

IU Alerts	- HelpZone 🛛 🗙	🖉 🍋 Directory - Update St	tuder ×		
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EMU Alerts Distribution Lists

Select from the following available EMU Alerts distribution lists that you would like to receive messages from.

39. Location (<i>Main Campus, Harrisonburg will be selected by default</i>)	 All Harrisonburg Distance Learning Lancaster Lancaster Distance Learning Main Campus Off Campus (not Lancaster) Washington Comm Scholars
40. Are you a member of EMU's athletic teams?	YesNo

CLICK "Save & Continue"

CAUTION – If you get a message that you missed a * required field, you will need to also reset your message email and text preference AND location setting before saving.