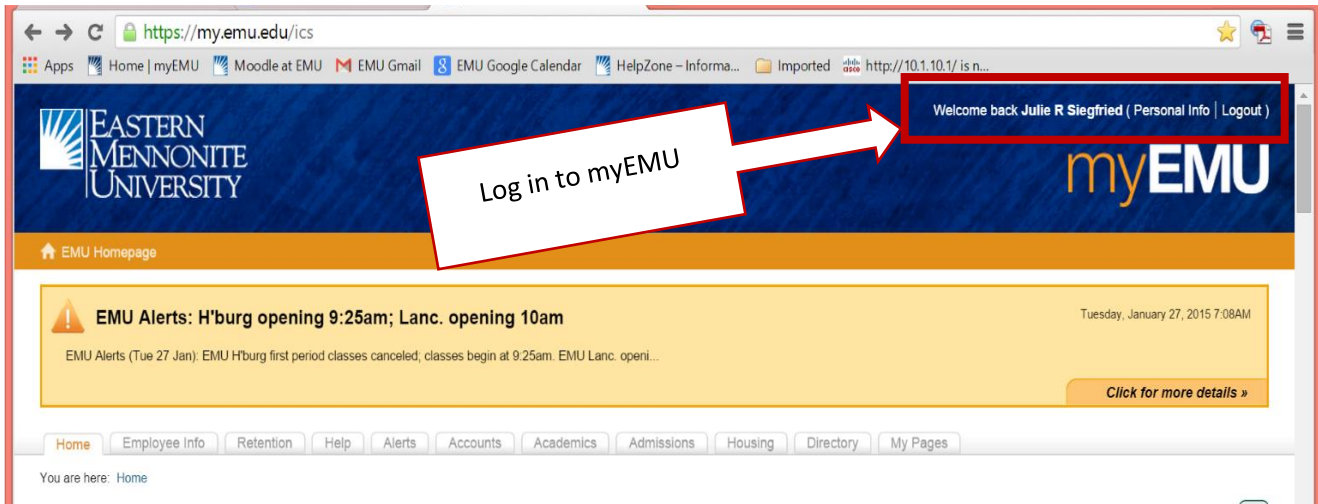


## EMU at Lancaster Alerts

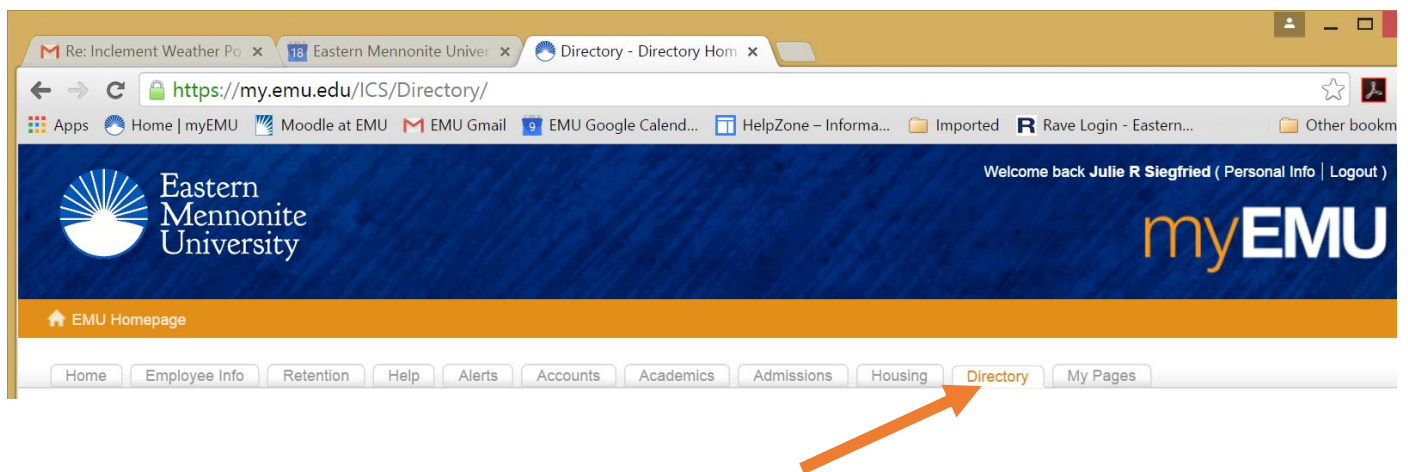
**How to sign up or update how you receive EMU at Lancaster Alert messages...**

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

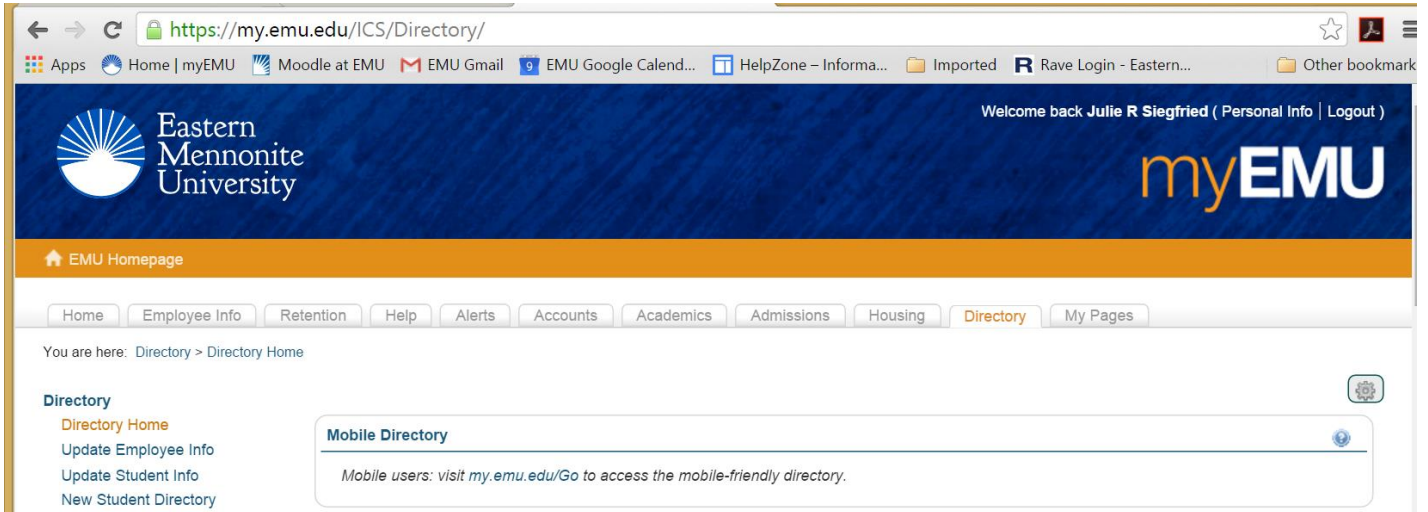
1. Navigate to [myEMU](https://my.emu.edu) and log in with your Royals username and password.



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.*



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, I 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

No

18. Mobile Phone

000-000-0000

Format: 555-555-5555

19. Set my mobile phone as private?

Yes

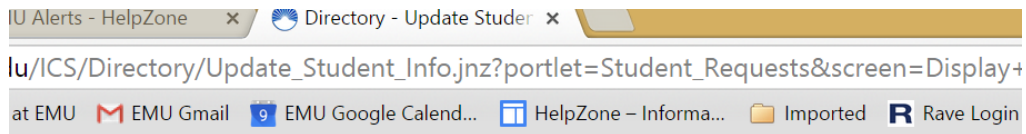
No

20. Receive EMU Alerts at this mobile phone? \*Required

Yes, I want EMU Alert messages sent to this mobile phone.

No, I **DO NOT** want EMU Alert messages sent to this mobile phone.

**b. EMU Alert Distribution Lists – Choose “Lancaster” location.**



**EMU Alerts Distribution Lists**

Select from the following available [EMU Alerts](#) distribution lists that you would like to receive messages from.

39.

Location

*(Main Campus, Harrisonburg will be selected by default)*

- 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?

- Yes
- No

**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.