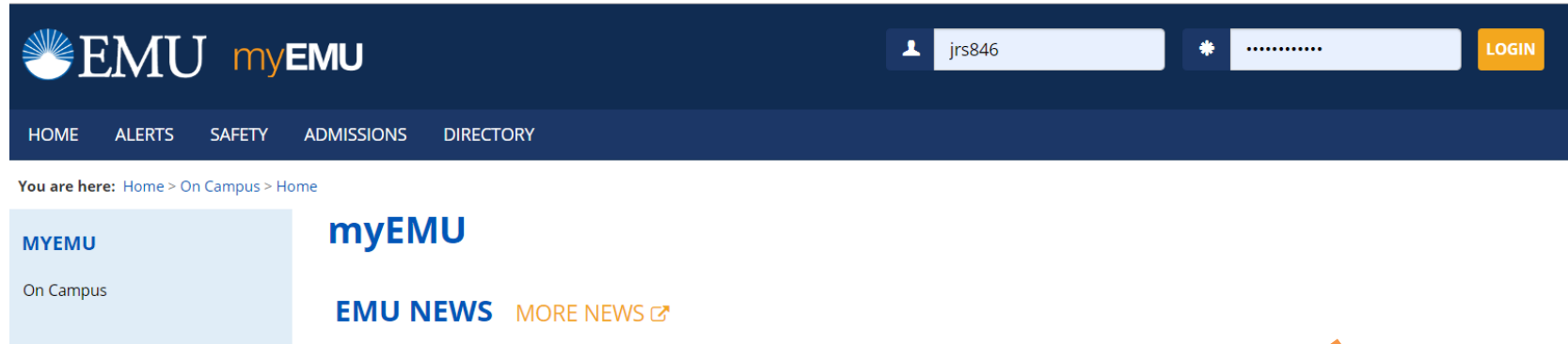


EMU at Lancaster Alerts

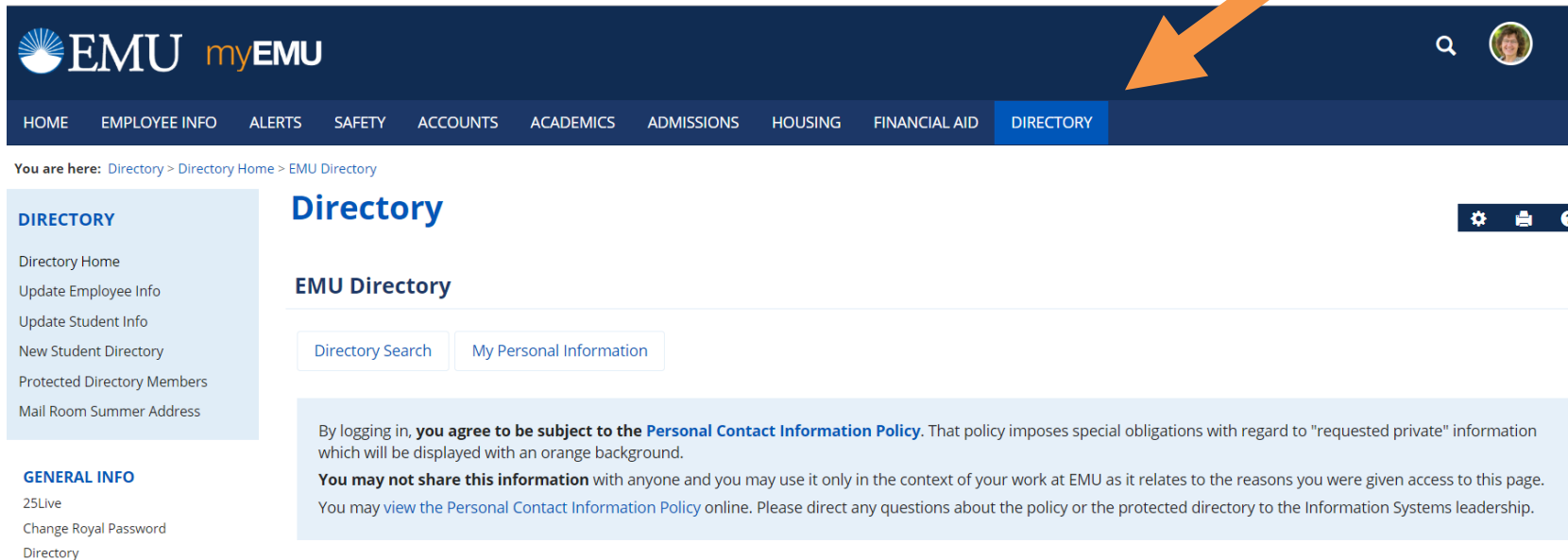
How to configure how you receive EMU Alert messages

Alert Messages are used for inclement weather notification, emergencies and/or resource outages.

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



2. Click on the Directory Tab



EMU at Lancaster Alerts

3. To configure how you receive EMU Alerts, click on [Update Employee Info](#), [Update Student Info](#), or [New Student Directory](#) links on left navigation panel.

The screenshot shows the EMU Directory website. At the top is a dark blue navigation bar with links: HOME, EMPLOYEE INFO, ALERTS, SAFETY, ACCOUNTS, ACADEMICS, ADMISSIONS, HOUSING, FINANCIAL AID, and DIRECTORY. Below this is a breadcrumb trail: "You are here: Directory > Directory Home > EMU Directory". On the left is a light blue sidebar menu with the heading "DIRECTORY" and links: "Directory Home", "Update Employee Info", "Update Student Info", and "New Student Directory". An orange arrow points from the "Update Student Info" link in the sidebar to the main content area. The main content area has the heading "Directory" and "EMU Directory". Below this is another breadcrumb trail: "You are here: Directory > Update Student Info". On the left of the main content area is a secondary sidebar menu with the heading "DIRECTORY" and links: "Directory Home", "Update Employee Info", "Update Student Info", "New Student Directory", "Protected Directory Members", and "Mail Room Summer Address". The main content area has the heading "Update Student Info" and a section titled "Available Forms" with links: "Update Student Information", "My Update Student Information submissions", and "International Student Registration Form". An orange arrow points from the "Update Student Information" link to the "Available Forms" section.

Please do not use your browser's Back or Refresh button to navigate through this form. Instead, use the "Save & Go Back", "View Table of Contents", and "Save & Continue" buttons that are a part of the form.

Update Student Information

Section 1: Update

Page 1 of 1

For more information about the data being collected on this form and how it is being used check out the [HelpZone](#).

Personal Information

Note: Unless set as private, this information **WILL** show up in the EMU Directory.

Official name changes require a Social Security card for confirmation, please present a current Social Security card at the Registrar's Office.

EMU at Lancaster Alerts

4. Complete the appropriate 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.

11.Primary Email

julie.siegfried@emu.edu

12.Set my primary email address as private?

Yes

*Required

No

13.Secondary Email

xxxxx@comcast.net

Format: x@x.xx

14.Set my secondary email as private?

Yes

*Required

No

15.Receive EMU Alerts at this email address?

Yes, I want EMU Alert messages sent to this email address.

*Required

No, I **DO NOT** want EMU Alert messages sent to this email address.

16.Primary Phone

000.000.0000

*Required, Format: 123-456-7890

17.Set my primary phone as private?

Yes

*Required

No

18.Mobile Phone

000.000.0000

Format: 123-456-7890

19.Set my mobile phone as private?

Yes

No

20.Receive EMU Alerts at this mobile phone?

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

*Required

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

21.Show my photo on the EMU directory?

Yes

No

EMU at Lancaster Alerts

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
- Yes
- No

40. Are you a member of EMU's athletic teams?

5. **CLICK “Next Page” at the end of the form.**

Next page-->

EMU at Lancaster Alerts

6. Review and Submit your changes and preference.

Update Student Info



Please do not use your browser's Back or Refresh button to navigate through this form. Instead, use the "Save & Go Back", "View Table of Contents", and "Save & Continue" buttons that are a part of the form.

Update Student Information

Review and Submit

Please take a moment to review your responses. You can make changes by going back into the form via the provided links of the table of contents. If everything is satisfactory, submit the form using the submit button at the bottom of the screen.

Update

Personal Information

Note: Unless set as private, this information **WILL** show up in the EMU Directory.

Official name changes require a Social Security card for confirmation, please present a current Social Security card at the Registrar's Office.

Submit Your Form

If everything above is as you would like it, please submit your form using this button.

Send an email acknowledgment of this submission to this email address if the form submits successfully:

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