



Instructions for Employees to Add / Update Contact Information for RIT Alert In Oracle

The information used in RIT Alert, the Emergency Mass Notification System (EMNS), is taken directly from Oracle HR Self-Service. In order to make sure your contact information is available for the EMNS, you need to make sure your contact information in Oracle HR Self-Service is correct.

- Go to <https://myinfo.rit.edu>.
- Enter your Username and Password, and then click the 'Login' button. You will be taken to the E-Business Suite Page.

NOTE: If you need assistance with your username and/or password, contact the ITS HelpDesk at 475-4357 (phone), 475-2810 (TTY), or submit a request on line at <http://www.rit.edu/its/help>.

- In the Navigator area, click on 'RIT Employee Self Service'. RIT Employee Self Service will appear in a box to the right, with a list of services.
- Click on 'My Personal Information and Contacts'. You will be taken to the My Personal Information and Contacts' page. Your current information will be displayed.
- Click on the 'Update' button on the right of the screen. You will be taken to the Phone Numbers: Enter and Maintain Page
- Add or update your contact information on this page

Fields have changed or been added!

It is important to review **EVERY FIELD** and **ALL OF THE INFORMATION** to make sure it is complete and correct. The most critical fields related to the EMNS are shown below. You should pay particular attention to them in order to receive emergency notifications.

- **Home Phone**
- **Mobile Phone**
- **Business Phone**
- **IM Screen Name**
- **IM System Name (AOL, MSN, or Yahoo)**

Instructions for Employees to Opt Out of the RIT Alert In Oracle

If you do not want to participate in the EMNS, you will need to Opt-Out.

- Go to <https://myinfo.rit.edu>.
- Enter your Username and Password, and then click the 'Login' button. You will be taken to the E-Business Suite Page.

NOTE: If you need assistance with your username and/or password, contact the ITS HelpDesk at 475-4357 (phone), 475-2810 (TTY), or submit a request on line at <http://www.rit.edu/its/help>.

- In the Navigator area, click on 'RIT Employee Self Service'. RIT Employee Self Service will appear in a box to the right, with a list of services.
- Click on 'EMNS Opt Out'. You will be taken to the 'RIT EMNS Opt Out' page.
- Click on the 'Add' button just below the RIT EMNS Opt Out label .
- Click on the drop-down arrow and select 'Yes'