

**Instructions for Students to Add / Update Contact Information
For RIT Alert
Emergency Mass Notification System**

The information used in RIT Alert, the Emergency Mass Notification System (EMNS), is taken directly from the Student Information System (SIS). In order to make sure your contact information is available for the EMNS, you need to make sure your contact information in SIS is complete and correct.

- Connect to <http://infocenter.rit.edu>
- Select the 'Student Info System' link
- Log into SIS by adding your student ID, then your 6 digit PIN in the next screen

NOTE: If you need assistance with your username, password, student ID or PIN, contact the ITS HelpDesk at 475-4357 (phone), 475-2810 (TTY), or submit a request on line at <http://www.rit.edu/its/help>. You may also e-mail them at helpdesk@rit.edu.

- After logging into SIS, select the '**Address Information**' link
- On the Address Information screen, select the '**Emergency Notification**' link to update mobile phone, IM and Opt Out information
- On the Address Information screen, select the '**Local Address**' link and ensure that information is up to date

Fields in SIS 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.

- **Mobile Phone**
- **IM Information**
- **Local Address**