



Instructions for Students to Add/Update Contact Information

The information used in RIT Alert, the Emergency Mass Notification System, is taken from the Student Information System (SIS). Your contact information must be in SIS in order for you to receive messages from RIT Alert.

To add or update your contact information in SIS:

- Connect to <http://infocenter.rit.edu>
- Select the 'Student Info System' link
- Log into SIS using your DCE Username and Password

Note: If you need assistance with your username or password, contact the ITS Help Desk at 475-4357 or submit a request on-line at <http://www.rit.edu/its/help>. You may also e-mail them at helpdesk@rit.edu.

- Select the 'Address Information' link
- Select the 'RIT Emergency Notification' link
- Enter your Mobile Phone number and/or IM Address information

If you have questions about RIT Alert, visit <http://finweb.rit.edu/buscont/massnotification.html> or e-mail the Director of Business Continuity at RITAlert@rit.edu.