



## INSTRUCTIONS FOR STUDENTS TO ADD PARENT CONTACT INFORMATION

RIT Alert is designed to warn the campus community in cases of an emergency. If students wish to add a parent to the system, the student must add a phone number in the Student Information System. The parent cannot do this, nor can any staff member at RIT.

To add parent information, students should:

- 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](mailto:helpdesk@rit.edu).

- Select the 'Address Information' link
- Select the 'Home Address' link
- Enter a phone number in the 'Home Phone' field

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](mailto:RITAlert@rit.edu).