

# **UND-ALERTS CONTACT INFORMATION FOR FACULTY & STAFF**

The information used for the UND-Alerts Emergency Notification System, is taken from the HRMS module. This Self-Service module offers employees access to view their own:

- Personal Information (name, address, phone numbers, etc. for full-time and part-time/temporary employees),
- Benefits (benefits information for regular and temporary employees) and
- Payroll and Compensation (payroll information for all employees, including student employees).

## TO ENTER/UPDATE YOUR UND-ALERTS CONTACT INFORMATION

## SIGN INTO EMPLOYEE SELF-SERVICE

1. Visit the UND home page at <u>www.und.edu</u> and click on LOGINS.							
				COVID-19 Updates			
					INFO FOR 🗸	LOGINS V DIRECTORY	SEARCH 🔎
	ACADEMICS	ADMISSIONS	STUDENT LIFE	RESEARCH	ATHLETICS	MAJORS & PROGRAMS	ABOUT
2. Click on Employee Self-Service (HRMS).							
	EMAIL	BLACKBOARD		CAMPUS CONNECTION	EMPLOYEE SELF-SERVICE (HRMS	S) STARFISI	.H

The sign in page will look like this.

NORTH DAKOTA UNIVERSITY SYSTEM						
Human Resources Log In	Trouble Logging In?					
NDUS Human Resources requires authentication using your NDUS identifier.	If you are experiencing any difficulties getting logged into the system, please use the links below.					
User ID						
	NDUS System Status					
Password	User ID and Password Help					
Log In	Help Desk Support					
Log III	Telp Desk Support					
	Non-Dotted Login					
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- **3.** Type in your IDM User ID (firstname.lastname)
- 4. Tab down to enter Password
- 5. Click on Log In

If you are experiencing problems logging into self-service, contact the NDUS Help Desk at the links on the right, or calling 701.777.2222 or 866.457.6387

6. Click on Personal Details tile on the Main Menu



7. Click on Contact Details



8. Authenticate with DUO

	Device: Landline (XXX-XXX-2030)	~
	Choose an authentication method	
NORTH DAKOTA UNIVERSITY SYSTEM	🛞 Call Me	Call Me
What is this? 🗳	Bypass Code	Enter a Bypass Code
Add a new device My Settings & Devices Need help?	Remember me for 10 hours	

9. Edit phone and email address information

Personal Details					
Phone					
+					
Number	Extension	Туре	Preferred	Preferred	
		Campus		>	
		Personal Cellular	~	>	
Email					
+					
Email Address		Туре	Preferred		
		Campus	~	>	
		Personal		>	

+

#### The fields in HRMS are mapped directly into UND-Alerts as follows:

HRMS	UND-Alerts
Business (main department number)	Work (not currently used for UND-Alerts)
Campus (where applicable, your direct line)	<b>Campus</b> (direct line to office desk phone. For staff who travel around campus, this field should be populated with a work cell number. ie: Facilities staff)
Personal Cellular	<b>Personal Cellular</b> (this number also receives the text message sent from UND-Alerts)
Home	Home
Work Cellular	Not currently used for UND-Alerts. Staff members who do not sit at a desk but are out in the field during the day, should list their work cell number under campus phone.

#### NOTES:

In the event a UND-Alerts message is pushed out due to an emergency, Personal Cell and text messaging will <u>always</u> be selected for expedited delivery. The nature of the emergency as well as the time of day or evening determines if Home and Campus phone numbers will be selected to receive messages.

The Preferred phone number, if selected in HRMS, is NOT associated with UND-Alerts.

UND does not use UND-Alerts to push out emails during an emergency.