

## ENTERING/UPDATING UND-ALERTS CONTACT INFORMATION FOR FACULTY & STAFF

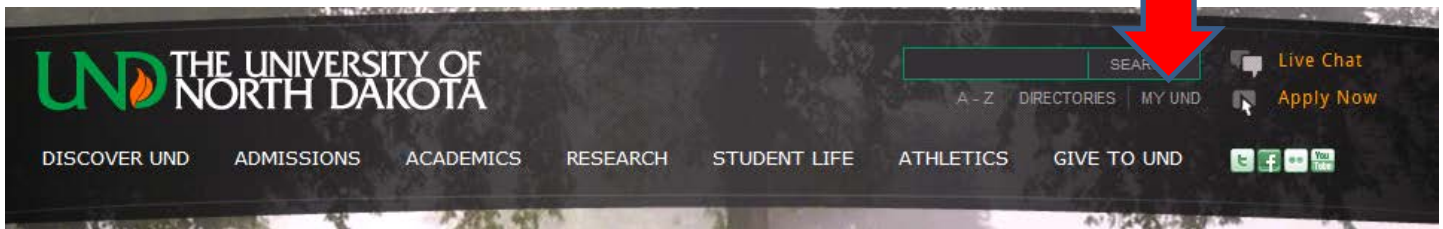
The information used for the UND-Alerts Emergency Notification System, is taken from the HRMS module. This Self-Service module offers employees access to view their own:

- 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).

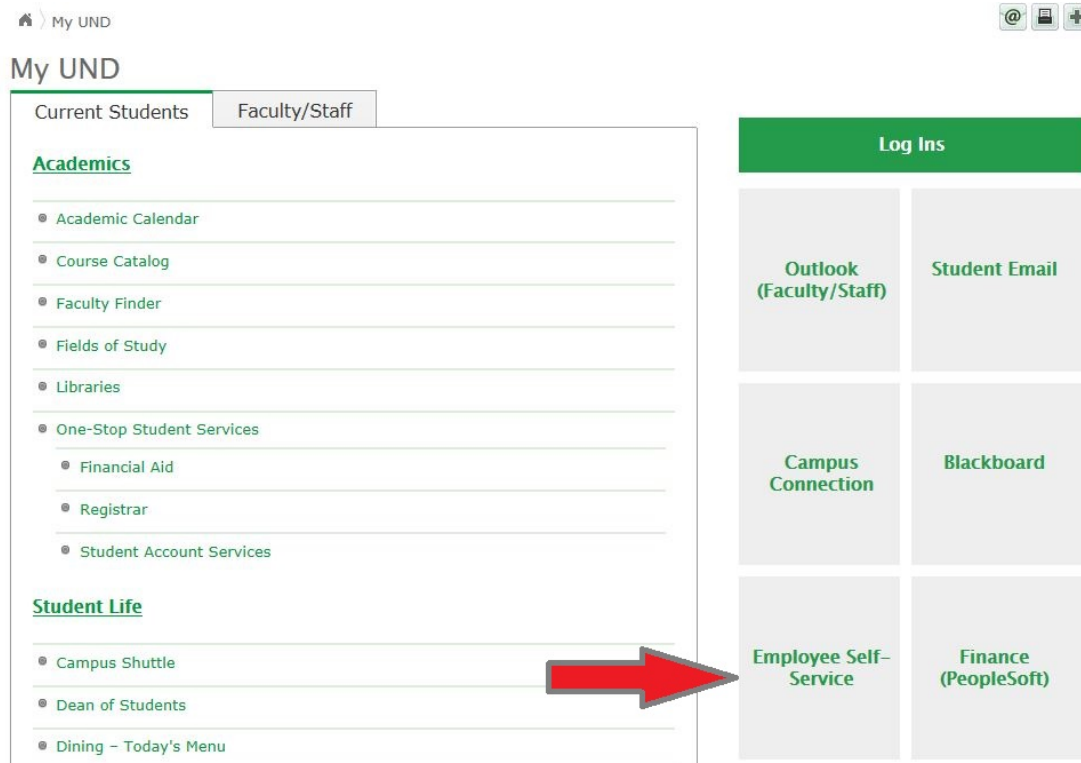
### TO ENTER/UPDATE YOUR UND-ALERTS CONTACT INFORMATION

#### SIGN INTO EMPLOYEE SELF-SERVICE

1. Visit the UND home page at [www.und.edu](http://www.und.edu) and click on **MY UND**.



2. Click on **Employee Self-Service**.



The sign in page will look like this.

NOTE: Make sure you have cookies enabled on your pc in order to sign in to your PeopleSoft application:

ORACLE<sup>®</sup>  
PEOPLESOFT

User ID

Password

Select a Language

English

Sign In

Enable Accessibility Mode

3. Type in your IDM User ID (firstname.lastname)

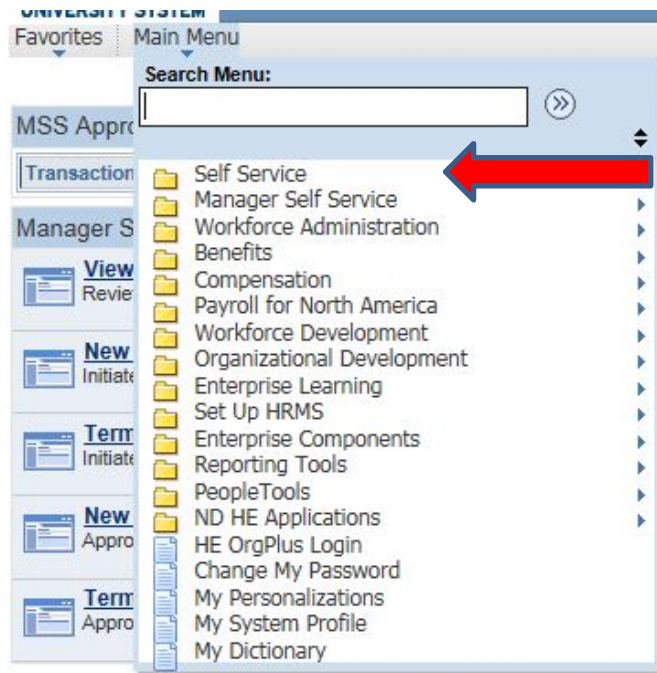
4. Tab down to enter Password

5. Click on **Sign In**

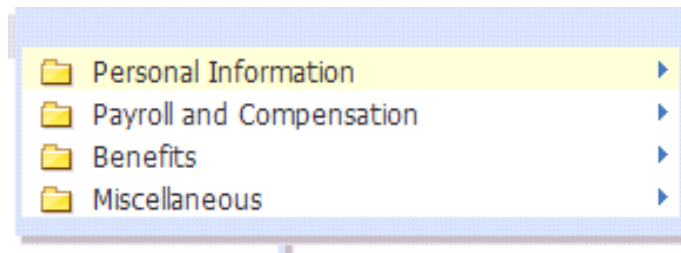
**Note:** if this is your first time logging into HRMS, you will want to change your password by clicking on **Main Menu**, then click on **Change My Password**

If you are experiencing problems logging into self-service, contact the NDUS Help Desk at 866-457-6387

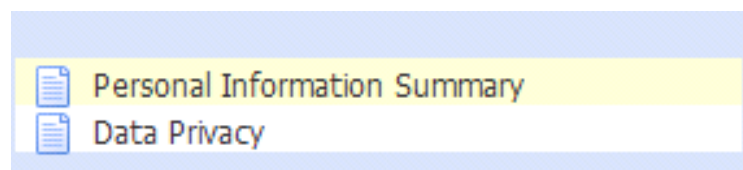
6. Click on **Main Menu**, then **Self Service**




7. Click on **Personal Information**



8. Click on **Personal Information Summary**



9. Authenticate with DUO



Device:

Choose an authentication method

Duo Push RECOMMENDED

Call Me

Passcode

[What is this?](#) [Add a new device](#)  
[My Settings & Devices](#)  
[Need help?](#)

10. Scroll down through page to **Phone numbers**

Phone Numbers

Phone Numbers
Phone Type
Business
Campus
Personal Cellular
Home
Permanent

11. Click on **Change Phone numbers** to enter/update information

12. If you would like to Add a phone number, click on **Add Phone Number** and select accordingly.

Add Phone Number

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

**HRMS**

**Business** (main department number)

**Campus** (where applicable, your direct line)

**Personal Cellular**

**Home**

**Permanent**

**Work Cellular**

**UND-Alerts**

**Work** (not currently used for UND-Alerts)

**Campus** (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** (this number also receives the text message sent from UND-Alerts)

**Home**

Not currently used for UND-Alerts

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.

13. press **SAVE** to update your records.

Save

**NOTES:**

In the event a UND-Alerts message is pushed out due to an emergency, Personal Cell and text messaging will always be selected for expedited delivery. Depending upon the nature of the emergency, regarding time of day or evening will also determine 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.