

## UND-ALERTS CONTACT INFORMATION FOR FACULTY & STAFF

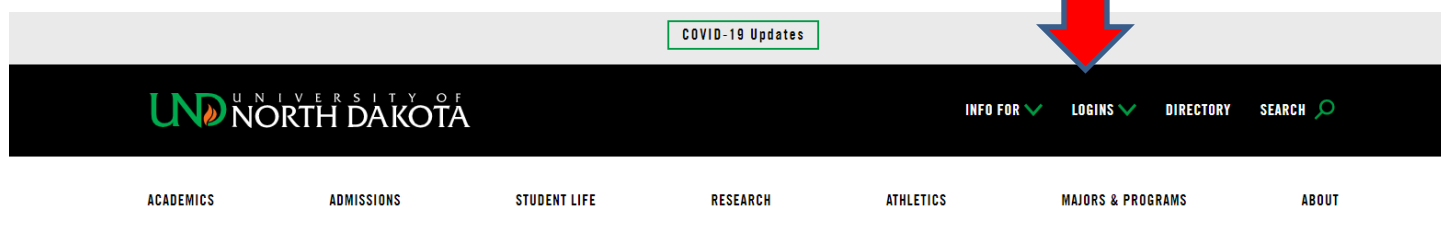
The information used for the UND-Alerts Emergency Notification System, is taken from the HRMS module. This Self-Service module offers employees access to view their own:

- 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).

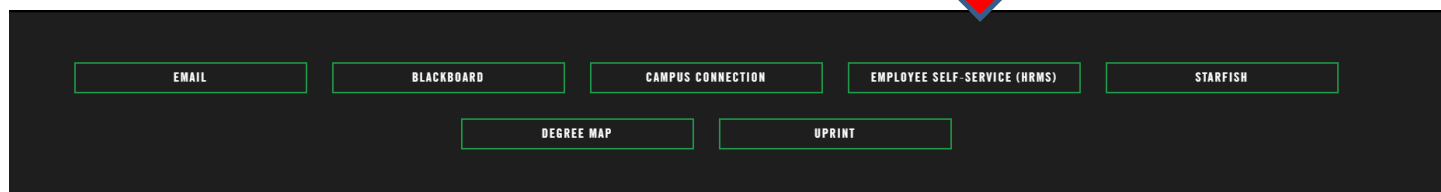
### TO ENTER/UPDATE YOUR UND-ALERTS CONTACT INFORMATION

#### SIGN INTO EMPLOYEE SELF-SERVICE

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



2. Click on **Employee Self-Service (HRMS)**.

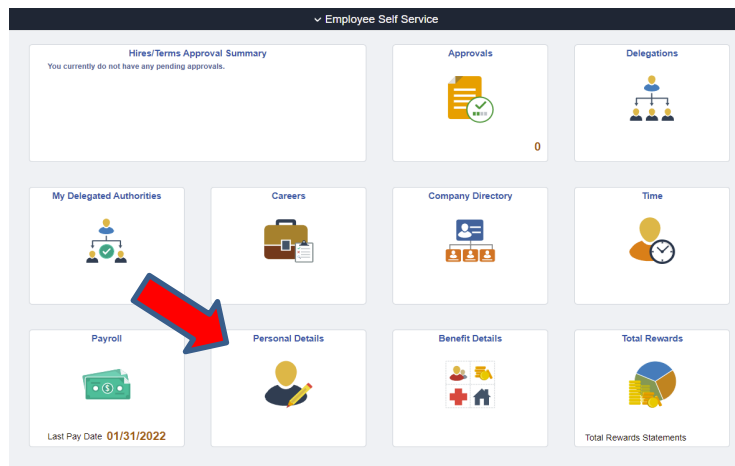


The sign in page will look like this.

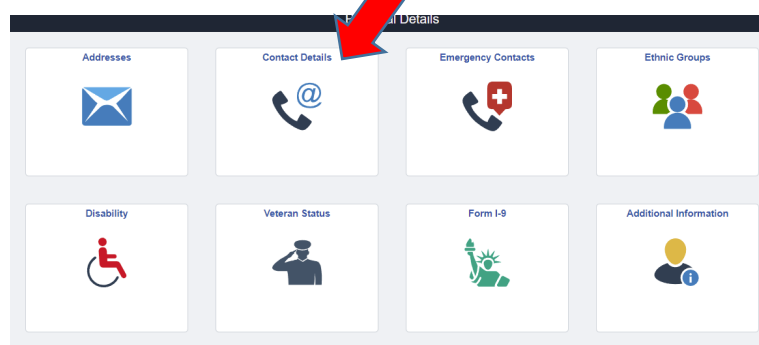
3. Type in your IDM User ID (firstname.lastname)
4. Tab down to enter Password
5. Click on **Log In**

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

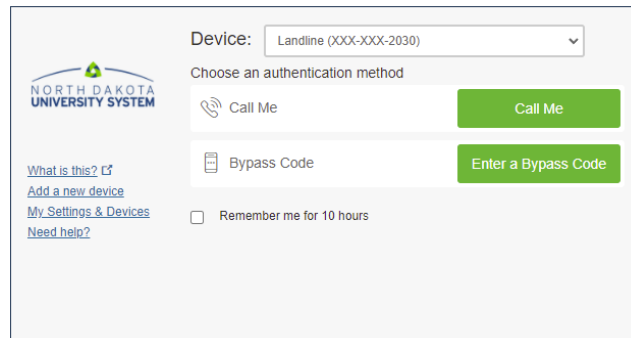
6. Click on **Personal Details** tile on the **Main Menu**



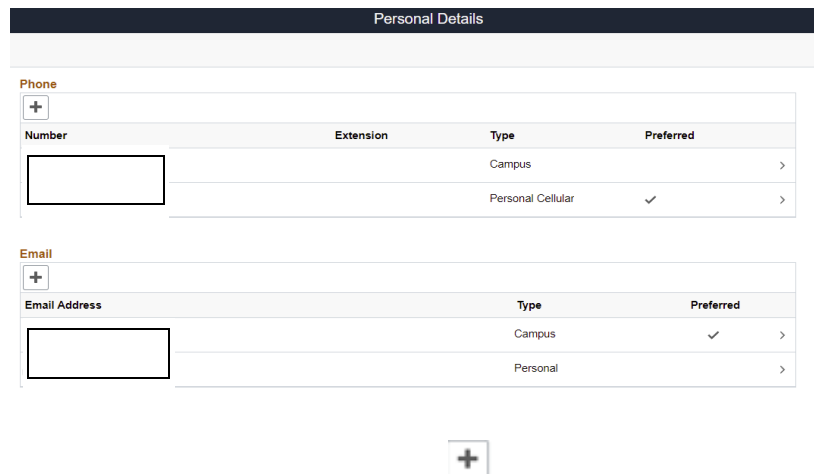
7. Click on **Contact Details**



8. Authenticate with **DUO**



9. Edit phone and email address information



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**

**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. 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 always 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.