

Managing Your BenAlert Contacts

1. Go to the University website at http://www.ben.edu/accountlogin.cfm to login to MyBenU



- 2. If on-campus, click on MyBenU and login to MyBenU using your network user name and Password
- 3. If off-campus, click on **BenUConnect** and login to BenUConnect using your network user name and password.

Then click on MyBenU and login in using your network user name and password.

- 4. Once logged in to MyBenU:
 - Click on Employee Self Service tile



5. Click Contact Details

C Benedictine Staff Homepage	BU Employee Self Service 🔗 🔍 🎙				۲	:	Ø
D ID							
E Personal Details	Personal Details						
Contact Details	Date of Birth	Date of Birth					
X Addresses	Gender Female	Gender Female					
View Paycheck	Social Security Number						
📄 Direct Deposit	Names						
W-4 Tax Information	• Name	Туре					
C Emergency Contacts	Name + Santa	Primary			>		
	Tax Tay Taxia	Preferred			>		
	Trans Tay Sector	Degree			>		

In Contact Details, you can change, add, or delete Email Addresses and Phone Numbers.

Scroll down to see Phone Numbers.

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ID ID							
Personal Details	Contact Details						
Contact Details	Email						
Addresses	+						
View Paycheck	Email	Туре	Preferred				
Direct Deposit	sarnold@BEN.EDU	Campus	~				
UV-4 Tax Information	sarnold@BEN.EDU	Ben Alert Email Alternate		>			
C Emergency Contacts	sarnold@BEN.EDU	Ben Alert Email		>			
	sarnold@BEN.EDU	BenUAlert Email Type for LMSE		>			
	sarnold@BEN.EDU	Home		>			
	sarnold@BEN.EDU	LMS - Employee					
	Phone						
	+						

Updating Your BenAlert Email Addresses

Change an Existing BenAlert Email Address

To change an existing email address, click on the email address you want to change.

contact Details				
Email				
1 1				
Email	Туре	Preferred		
sarnold@BEN.EDU	Campus	~		
sarnold@BEN.EDU	Ben Alert Email Alternate		>	
sarnold@BEN.EDU	Ben Alert Email		>	
sarnold@BEN.EDU	BenUAlert Email Type for LMSE		>	
sarnold@BEN.EDU	Home		>	
sarnold@BEN.EDU	LMS - Employee			

The Edit Email box will open. Enter email address in the format xxx@xxx.xxx. Click Save.

Cancel	Edit Email		
Туре	Ben Alert Email Alternate		
*Email	benUemployee@ben.edu		
	Delete		

Add a BenAlert Email Address

Click the **Plus** button in the Email section to add an email address.

Email	
+	
Email	Туре

In the **Add Email** box that appears, choose an email Type from the drop down and enter the email address in the format *xxx@xxx.xxx*. Click **Save**.

Cancel	Add Email	
*1	ype BenUAlert Email T ▼	
*EI	nail benUEmployee@ben.edu	

Delete a BenAlert Email Address

Locate the email address you want to remove from BenAlert. Click on that email address to open the Edit box. Click the **Delete** button at the bottom.

Cancel	ncel Edit Email			
	Type E	3en Alert Email Alternate		
	*Email	benUemployee@ben.edu		
		Delete		

A confirmation message will appear. Click Yes to delete and No to cancel.

Are you	sure you wan	t to delete thi	s email?
	Yes	No)

Opt Out of BenAlert*

Delete all email addresses that have a BenAlert Type.

Updating Your BenAlert Phone Numbers

Change an Existing BenAlert Number

To change an existing phone number, click on the phone number you want to change.

Phone			
+			
Phone	Туре	Preferred	
630/123-4567	Home	\checkmark	>
630/829-6457	Campus		
630/123-4567	Ben Alerts & Notifications 1		>
630/123-4567	Ben Alerts & Notifications 2		>
630/123-4568	Ben Alerts 2		>

The Edit Phone box will open. Enter phone number in the format xxx/xxx-xxxx. Click Save.

Note: You are unable to change the Campus, Home or Work Cell Phone Types.

	Edit Phone	Save
Туре	Ben Alerts 2	
Country Code		
Phone Number	630/829-6457	
Extension		
	Preferred	
	Enable Texts	

If you want to receive text messages to this phone number, make sure **Enable Texts** is checked. Click **Save**.

Cancel	Edit Phone s		
Туре	Ben Alerts & Notifications 1		
Country Code			
Phone Number	630/829-5578		
Extension			
	Preferred		
	Enable Texts		

Add a BenAlert Number

Click the **Plus** button in the Phone section to add a phone number.

Pho	ne	
+		
Ph	one	Туре

In the **Add Phone** box that appears, choose a Phone Type from the drop down and enter phone number in the format *xxx/xxx-xxxx*. To receive text messages to this phone number, make sure to check **Enable Texts**. Click **Save**.

Cancel	Edit Phone sa		
Туре	Ben Alerts & Notifications 1		
Country Code	•		
Phone Numbe	630/829-5578		
Extension			
	Preferred		
	Enable Texts		

Delete a BenAlert Number

Locate the number you want to remove from BenAlert. Click on that phone number to open the Edit box. Click the **Delete** button at the bottom.

Cancel	Edit Phone	Save
T Country C	Type Ben Alerts 2	
Phone Nun	aber 630/829-6457	
Exten	Preferred	
	Enable Texts	
	Delete	

A confirmation message will appear. Click Yes to delete and No to cancel.

Are you sure you want to delete this email?						
	Yes	No				

Opt Out of BenAlert*

Delete all numbers that have a BenAlert phone Type.

*The BenAlerts and Notifications 1 primary phone number cannot be opted-out. The BenAlert system is one of the University's primary communication vehicles in the event of a campus emergency, therefore, University policy requires at least one contact phone number be in the system for each student, faculty and staff member. You may opt out of any of the other BenAlert notification methods at any time.

BenAlert Phone Types

All Alerts and Notifications

BenAlert can contact up to 6 phones numbers. Two will be used to contact you for all alerts and notifications of emergencies. These are labeled as **BenAlerts & Notifications** under phone type. BenAlerts & Notifications 1 is the primary phone number found in Benedictine's Peoplesoft system which has been pre-populated.

Additional Alert Numbers

You can add 3 additional numbers to be contacted in case of emergencies. These are labeled as **BenAlerts** in the phone type drop down.

Ben TTY

There is also an entry if you use TTY/TDD receiving devices.

Ben SMS

If you want to receive text messages from BenAlert, add your cell number and choose the Ben SMS phone type. Please be aware that you may be charged for receiving text messages based on your mobile carrier plan.

Note: BenAlert cannot call phone numbers that require an extension.