Managing Your BenAlert Contacts

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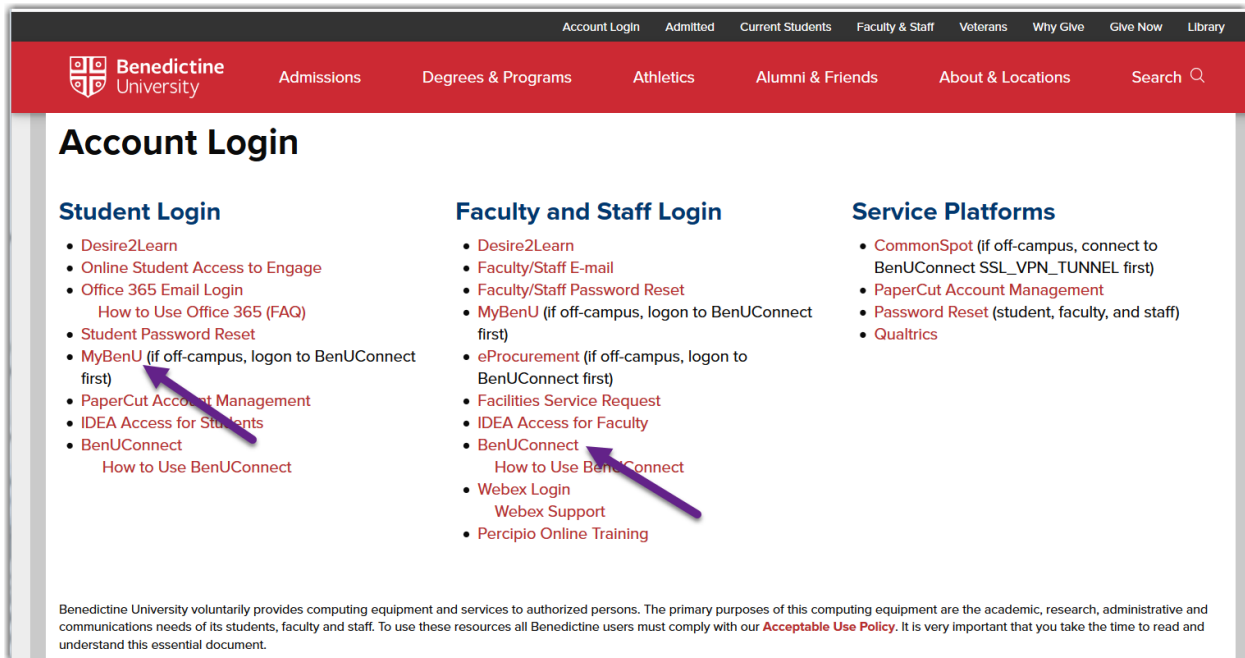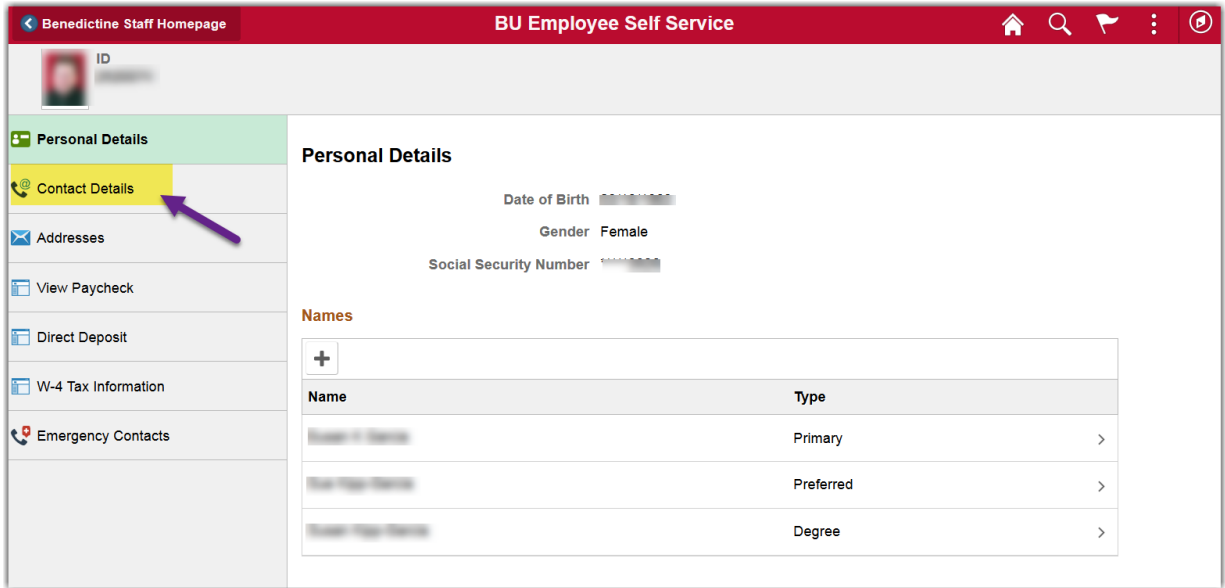

2. If on-campus, click on **MyBenU** and login to MyBenU using your network user name and Password

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.

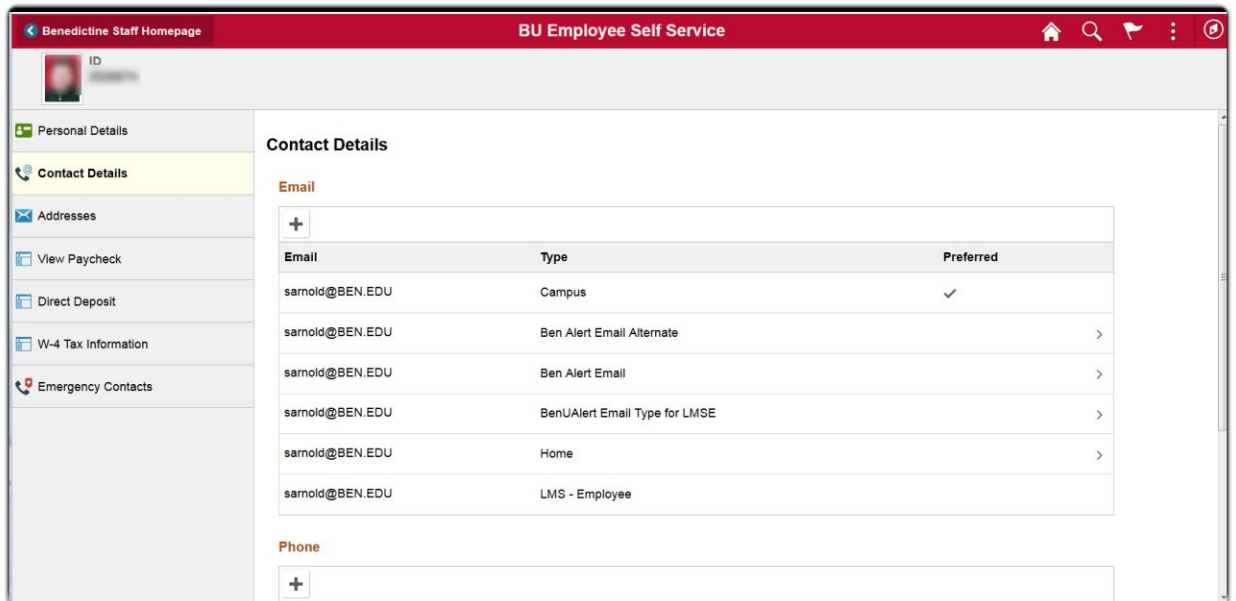4. Once logged in to MyBenU:

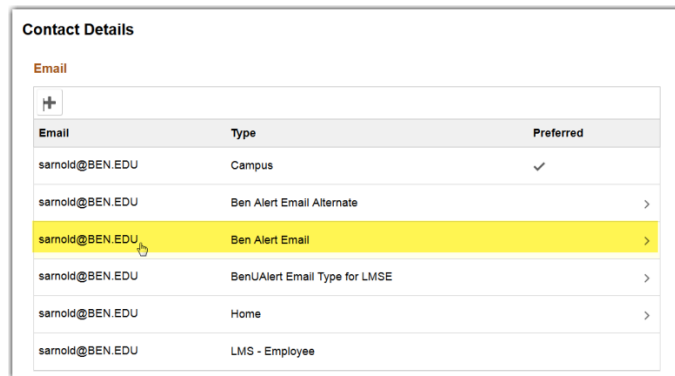   -   Click on **Employee Self Service** tile
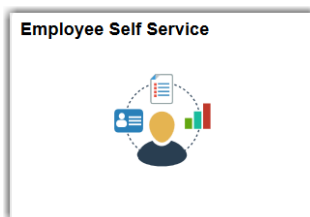
5. Click **Contact Details**

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

Scroll down to see Phone Numbers.
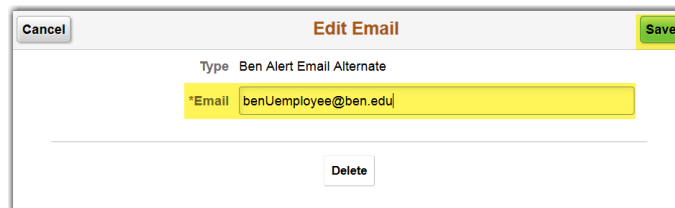
Updating Your BenAlert Email Addresses

Change an Existing BenAlert Email Address
To change an existing email address, click on the email address you want to change.

The **Edit Email** box will open. Enter email address in the format *xxx@xxx.xxx*. Click **Save**.
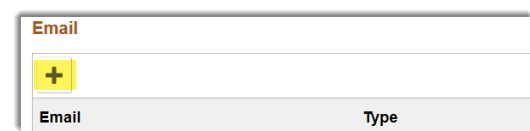
Add a BenAlert Email Address

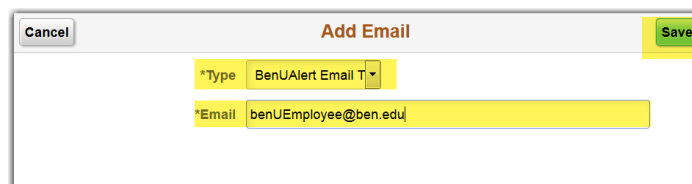Click the **Plus** button in the Email section to add an email address.

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**.
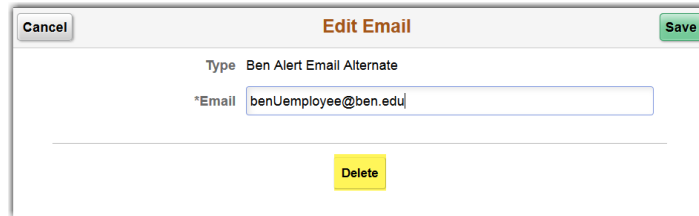
Delete a BenAlert Email Address

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.

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

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.

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.

Cancel	**Edit Phone**	Save

Type Ben Alerts 2
Country Code [   ]
Phone Number [630/829-6457]
Extension [   ]
☐ Preferred
☐ Enable Texts

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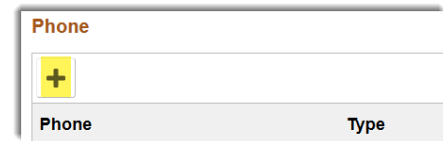
If you want to receive text messages to this phone number, make sure **Enable Texts** is checked. Click **Save**.

Cancel	**Edit Phone**	Save

Type Ben Alerts & Notifications 1
Country Code [   ]
Phone Number [630/829-5578]
Extension [   ]
☐ Preferred
☑ Enable Texts
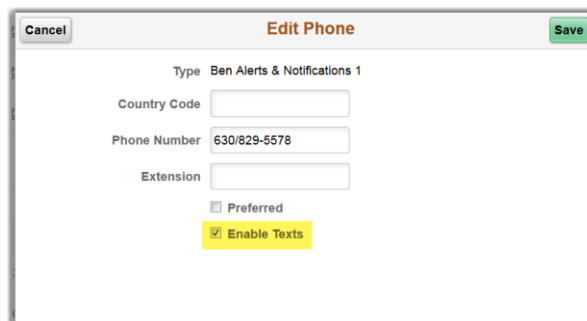
Add a BenAlert Number

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

Phone

+

Phone	Type

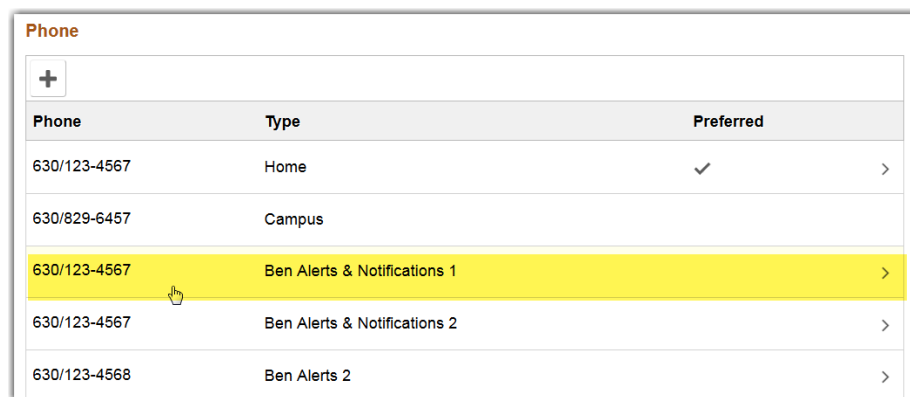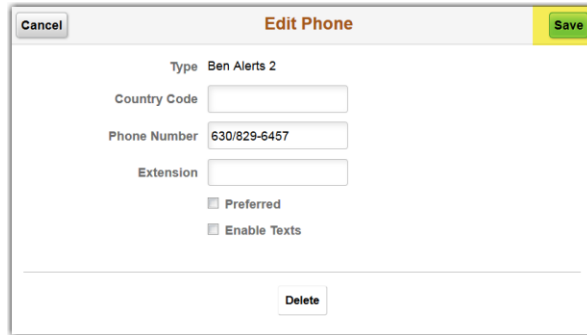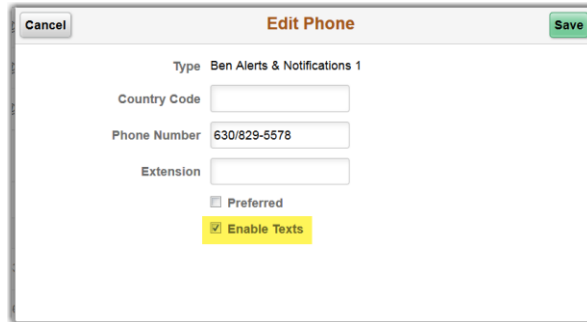In the **Add Phone** box that appears, choose a Phone Type from the drop down and enter phone number in the format *xxx/xxx-xxxx*. To receive text messages to this phone number, make sure to check **Enable Texts**. Click **Save**.

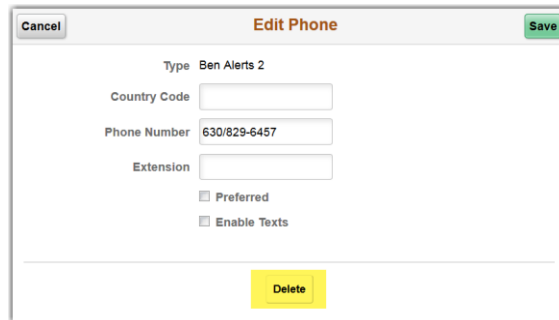| Cancel	**Edit Phone**	Save

Type Ben Alerts & Notifications 1
Country Code [   ]
Phone Number [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.

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

*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.