

Managing Your BenAlert Contacts

Where do I go?

1. Go to the University website at <http://www.ben.edu/current-students/index.cfm> and click on Account Login at the top of the screen in the green banner.
2. Click on [MyBenU](#), and login using your network user name and password.
3. Once logged in to MyBenU, click on Classic Home and then Campus Community. Here is where phone numbers and email addresses can be added or changed.

The screenshot shows the Benedictine University website with a red navigation bar. A white warning triangle with a red exclamation mark is on the left. To its right, the text reads: "Coronavirus (COVID-19) Updates → Please click here for the latest information regarding Benedictine University's response to the Coronavirus (COVID-19) outbreak." Below this is the "Account Login" section, which is divided into three columns: "Student Login", "Faculty and Staff Login", and "Service Platforms".

Benedictine University Admissions Degrees & Programs Athletics Alumni & Friends About & Locations Search

Coronavirus (COVID-19) Updates →
Please click here for the latest information regarding Benedictine University's response to the Coronavirus (COVID-19) outbreak.

Account Login

- Student Login**
 - Desire2Learn
 - Online Student Access to Engage
 - Office 365 Email Login
How to Use Office 365 (FAQ)
 - Student Password Reset
 - MyBenU
 - PaperCut Account Management
 - IDEA Access for Students
- Faculty and Staff Login**
 - Desire2Learn
 - Faculty/Staff E-mail
 - Faculty/Staff Password Reset
 - **MyBenU**
 - Procurement
 - Facilities Service Request
 - IDEA Access for Faculty
 - Zoom Login
 - Zoom Support
 - Zoom Meetings for Education (45 min video)
 - Cornerstone Applicant Tracking System
 - Synerion Time & Attendance
- Service Platforms**
 - CommonSpot
 - PaperCut Account Management
 - Password Reset (student, faculty, and staff)
 - Qualtrics

Benedictine University voluntarily provides computing equipment and services to authorized persons. The primary purposes of this computing equipment are the academic, research, administrative and communications needs of its students, faculty and staff. To use these resources all Benedictine users must comply with our [Acceptable Use Policy](#). It is very important that you take the time to read and understand this essential document.

The screenshot shows the MyBenU login page with a dark blue background. At the top, the "MYBenU" logo is displayed in white and red, with "BENEDICTINE UNIVERSITY'S STUDENT INFORMATION SYSTEM" written below it. Below the logo are two white input fields: "User ID" and "Password". At the bottom center is a green "Sign In" button.

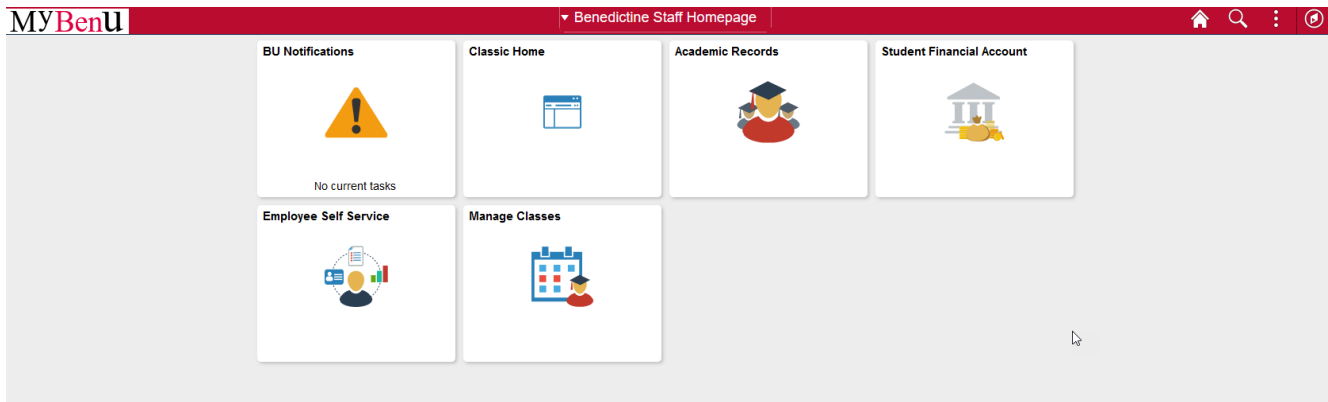
MYBenU

BENEDICTINE UNIVERSITY'S STUDENT INFORMATION SYSTEM

User ID

Password

Sign In



BenAlert Phone and Email Types

All Alerts and Notifications

The BenAlert emergency notification system can hold an unlimited amount of phone numbers and email addresses. All contact information that is included in Benedictine's PeopleSoft system is automatically included in the BenAlert system. **BenAlerts & Notifications 1** is the primary phone number found in the Peoplesoft system which has been pre-populated. This label cannot be changed.

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.

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

Updating Your BenAlert Phone Number and Email Address

Change an Existing BenAlert Number

To change an existing phone number, highlight the existing number and type in the desired number. Click Save.

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

Add a BenAlert Number

Click the **+** symbol to **ADD A PHONE NUMBER or EMAIL ADDRESS**.

In the new line that appears, choose a Phone Type from the drop down and then type in the telephone number desired. Phone Types can only be used once. An error message will appear if a Phone Type is already used. Click Save.

Delete a BenAlert Number

Locate the number you want to remove from BenAlert. Click the arrow at the end of the row, click **DELETE**, then Click **Save**.

*Opt Out of BenAlert**

Remove all numbers that are next to a BenAlert phone type. Click Save.

*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.