

# Managing Your BenAlert Contacts

## Where do I go?

1. Go to the University website at <http://www.ben.edu/current-students/index.cfm> to login to MyBenU.
2. Click on [MyBenU](#), and login using your network user name and password.
3. Once logged in to MyBenU, click on “Student Profile.” Here is where phones numbers and email addresses can be added or changed.

The screenshot displays the Benedictine University website. At the top is a red navigation bar with links: Admissions, Degrees & Programs, Athletics, Alumni & Friends, About & Locations, and a Search icon. Below this is a yellow banner for "Coronavirus (COVID-19) Updates" with a warning icon and text: "Please click here for the latest information regarding Benedictine University's response to the Coronavirus (COVID-19) outbreak." The main content area is titled "Student Resources" and features a green navigation bar with links: Account Login, Library, Directory, Student Affairs, BenULive, Class Gift, and Scholarships. The page is divided into three columns. The left column, "Quick Resources", lists links: Student Health Services, Counseling Center, Library, Student Handbook, Academic & Career Enrichment Center, and Office of the Registrar. The middle column, "Popular Resources", lists links: Library, D2L Information, BenULive (Course Schedules), Course Catalogs, General Education Requirements, Bookstore, Academic Calendars, Student Affairs, Inclusion and Diversity, Office of Financial Aid, Scholarships, Commencement Information, Dining Services, Athletics, Business Office, and Class Registration. The right column contains a "Student Login" box with links: 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, and BenUConnect. Below the login box is an "Upcoming Events" section showing a calendar for August 20th with the event "RN-BSN Program - Virtual Information Session". At the bottom of the page is the "MYBenU" section, titled "Benedictine Student Homepage". It features a navigation bar with "BU Notifications", "Manage Classes", and "Academic Records". Below this are six large icons representing different student services: BU Notifications (warning icon), Manage Classes (calendar icon), Academic Records (graduation cap icon), Student Financial Account (dollar sign icon), Student Profile (person icon), and a sixth icon (graduation cap icon).

**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.

**Student Resources**

Account Login Library Directory Student Affairs BenULive Class Gift Scholarships

**Quick Resources**

- Student Health Services
- Counseling Center
- Library
- Student Handbook
- Academic & Career Enrichment Center
- Office of the Registrar

**Popular Resources**

- Library
- D2L Information
- BenULive (Course Schedules)
- Course Catalogs
- General Education Requirements
- Bookstore
- Academic Calendars
- Student Affairs
- Inclusion and Diversity
- Office of Financial Aid
- Scholarships
- Commencement Information
- Dining Services
- Athletics
- Business Office
- Class Registration

**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
- BenUConnect

**Upcoming Events**

Aug 20 RN-BSN Program - Virtual Information Session

**MYBenU** Benedictine Student Homepage

BU Notifications Manage Classes Academic Records

No current tasks

**Student Financial Account** **Student Profile**

## 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.