

Managing Your BenAlert Contacts

Where do I go?

1. Go to the University website at <https://www.ben.edu>, and click on MyBenU on the top row.
2. Login using your network user name and password.
3. **For Faculty and Staff**, once logged in to MyBenU, click on **Employee Self Service**. This is where phone numbers, email, home and mailing addresses can be added or changed. Click this link for more information. https://ben.edu/wp-content/uploads/2022/06/Change_Employee_Info_92.pdf
4. **For Students**, once logged in to MyBenU, click on **Student Profile**. This is where phone numbers, email, home and mailing addresses can be added or changed.

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.

Updating Your BenAlert Phone Number, Home and Email Addresses

Change an Existing BenAlert Number

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

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

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**.

Add/Edit an Address

Click the **+** symbol to **ADD A HOME OR MAILING ADDRESS**.

*Opt Out of BenAlert**

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

***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.