

Instructions for Faculty/Staff to Add/Update Contact Information



Faculty and staff (including Adjunct Faculty and RIT Temporary Employees) information for the RIT Alert emergency notification system are taken from the Human Resources Information System (HRIS) – Oracle.

1. Go to myinfo.rit.edu.
2. Log in with your Oracle user name and password. You will be taken to the My Personal Information and Contacts page
3. Review your phone number information in the Phone Numbers and Emergency Notification Information section.
4. Click the **Update** button on the right to add, change or delete information
5. To update contact **Type** already listed, simply change the number shown
6. To add a contact **Type**:
 - a. Click on **Add Another Row**
 - b. Select the appropriate type from the drop-down box (mobile phone, home phone, business phone and mobile secondary phone)
 - c. When finished adding all types, click on the **Next** button to the right
 - d. Review your changes and click **Submit**
7. To delete a contact **Type**, click on the delete row icon (trash can) next to it.

You can opt out of the RIT Alert system (you will not receive notifications).

1. Go to myinfo.rit.edu.
2. Log in with your Oracle user name and password. You will be taken to the My Personal Information and Contacts page
3. Click the **Back** button on the top right of the page.
4. Click on **RIT Employee Self-Service**
5. Click on **RIT Alert EMNS Opt Out**
6. Click on opt out button