Instructions for Faculty/Staff to Add/Update Contact Information

RIT Alert

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 https://myinfo.rit.edu/.
2. Click on "Employee Self Service and Approvals", and Log in with your Oracle user name and password
3. Click "RIT Employee Self Service", then click "My Personal Demographic and Contact Information"
4. Review your phone number information in the Phone Numbers and Emergency Notification Information section
5. Click the **Update** button on the right to add, change or delete information
6. To update contact **Type** already listed, simply change the number shown
7. 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, etc.)
    c. When finished adding all types, click on the **Next** button to the right
    d. Review your changes and click **Submit**
8. 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 https://myinfo.rit.edu/
2. Click on "Employee Self Service and Approvals", and Log in with your Oracle user name and password
3. Click "RIT Employee Self Service", then click "RIT Alert Opt Out" under the "RIT Compliance Information" section
4. Then, "Click Here if You Wish to Opt Out", and click on the "Next" button to the right