

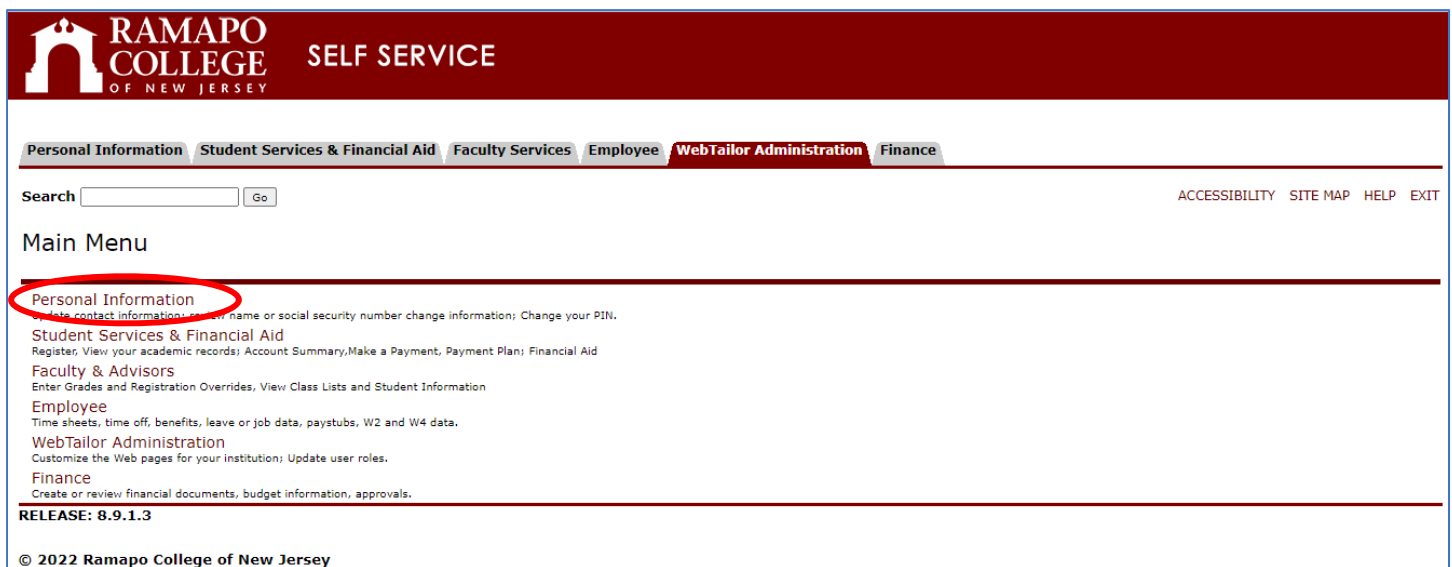
## Alert Me Now Signup Instructions

This process includes two sets of instructions:

1. Steps to sign up for Alert Me Now notifications
2. Steps to update Alert Me Now contact information

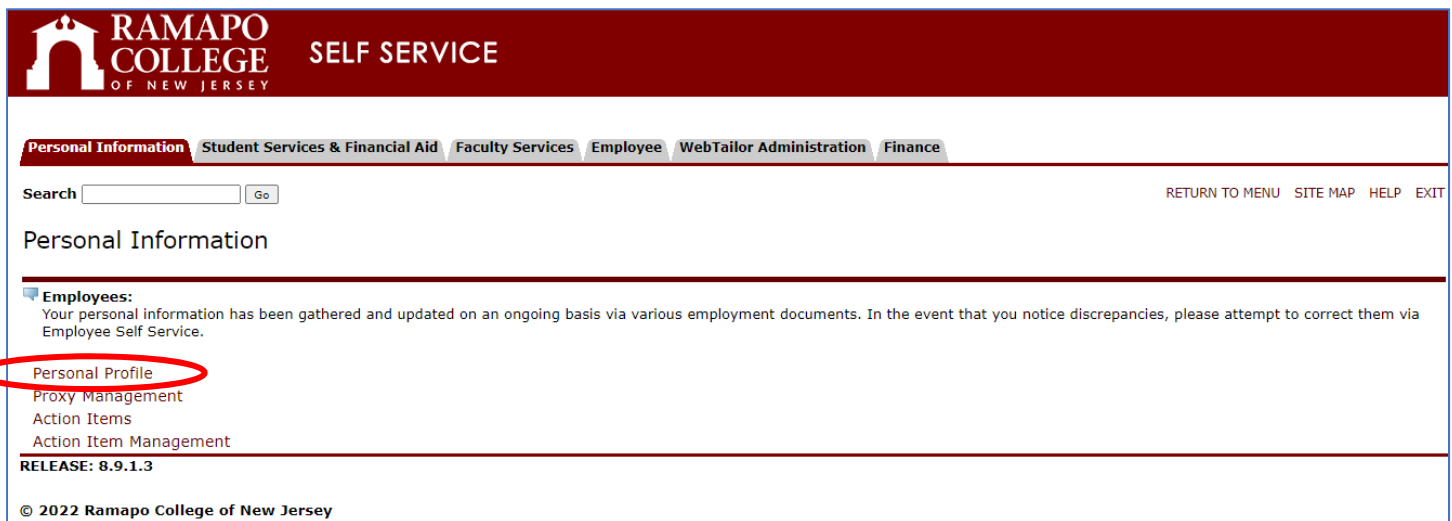
### Steps to Sign up

1. Log into Web Self-Service
2. Click on **Personal Information**



The screenshot shows the top navigation bar of the Ramapo College Self Service portal. The header includes the college logo and the text "SELF SERVICE". Below the header is a horizontal menu with tabs: "Personal Information", "Student Services & Financial Aid", "Faculty Services", "Employee", "WebTailor Administration", and "Finance". A search bar is located on the left, and links for "ACCESSIBILITY", "SITE MAP", "HELP", and "EXIT" are on the right. The "Main Menu" section lists various services, with "Personal Information" circled in red. Below the menu, the release version "RELEASE: 8.9.1.3" and the copyright notice "© 2022 Ramapo College of New Jersey" are displayed.

3. Click on **Personal Profile**



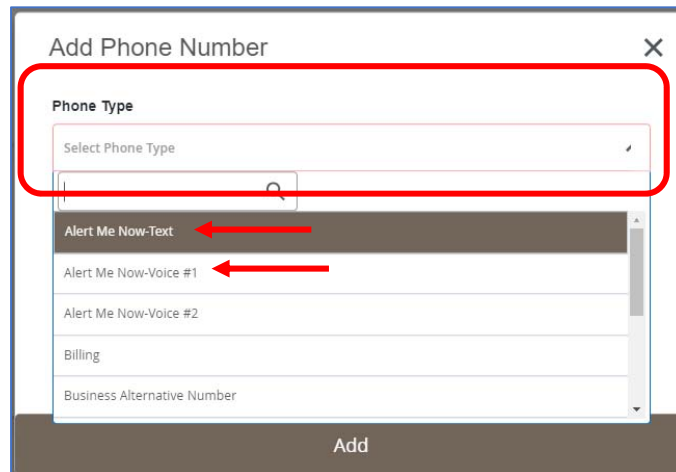
The screenshot shows the "Personal Information" section of the Ramapo College Self Service portal. The header and navigation tabs are the same as in the previous screenshot. The "Personal Information" section is highlighted. Below it, the "Employees" section is visible, followed by a list of links: "Personal Profile", "Proxy Management", "Action Items", and "Action Item Management". The "Personal Profile" link is circled in red. Below the links, the release version "RELEASE: 8.9.1.3" and the copyright notice "© 2022 Ramapo College of New Jersey" are displayed.

4. Scroll to the **Phone Number** section, then click on **Add New** found on the right. A pop-up will appear.

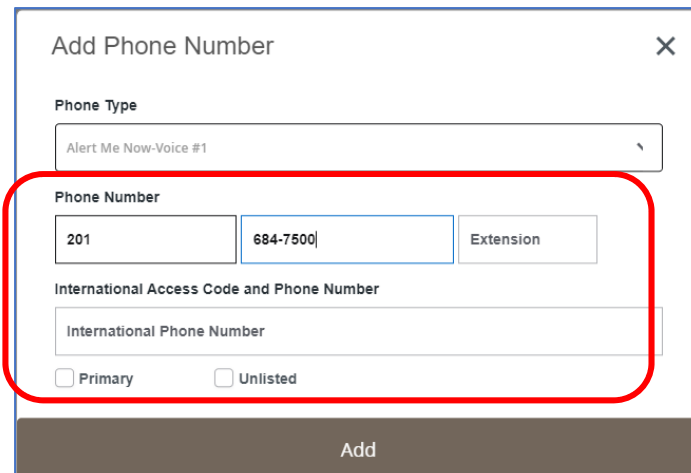


The screenshot shows the "Phone Number" section of the Ramapo College Self Service portal. The header and navigation tabs are the same. The "Phone Number" section is highlighted. Below it, the "Business or work" section is visible, followed by the "Permanent" and "Campus Directory" sections. The "Add New" button is circled in red.

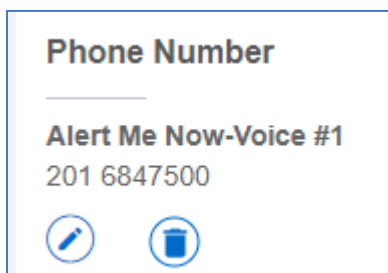
5. Under **Phone Type**, select **Alert Me Now-Text** to receive text notifications. If you prefer to receive voice calls instead, select **Alert Me Now-Voice #1**. If you prefer to receive both, you will need to add the second method as a separate field, repeating **step 4** and continuing the process.



6. Enter the remaining information. Note: the checkboxes are optional. Setting as **Primary** will make this alert type and phone number the initial contact for Alert Me Now notifications.

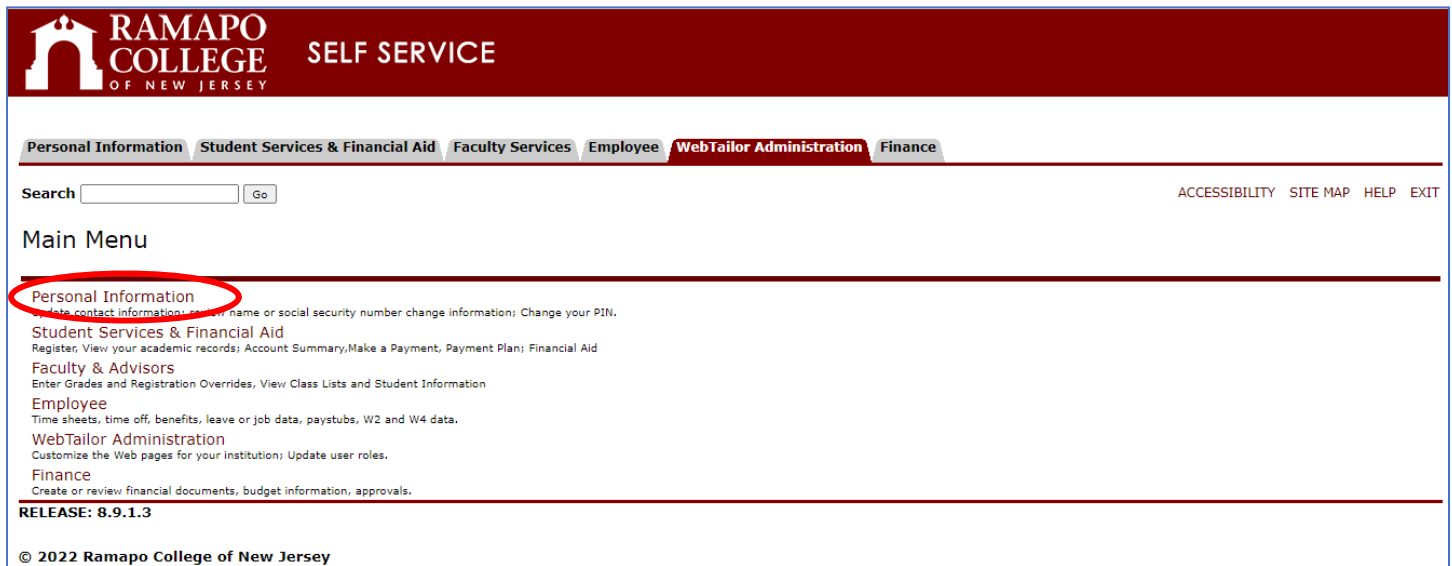


7. Click **Add**
8. Review and make sure the phone number appears correctly to your profile. It will look similar to this:



## Steps to Edit/Update

1. Log into Web Self-Service
2. Click on **Personal Information**



**RAMAPO COLLEGE OF NEW JERSEY** SELF SERVICE

Personal Information Student Services & Financial Aid Faculty Services Employee **WebTailor Administration** Finance

Search  Go

ACCESSIBILITY SITE MAP HELP EXIT

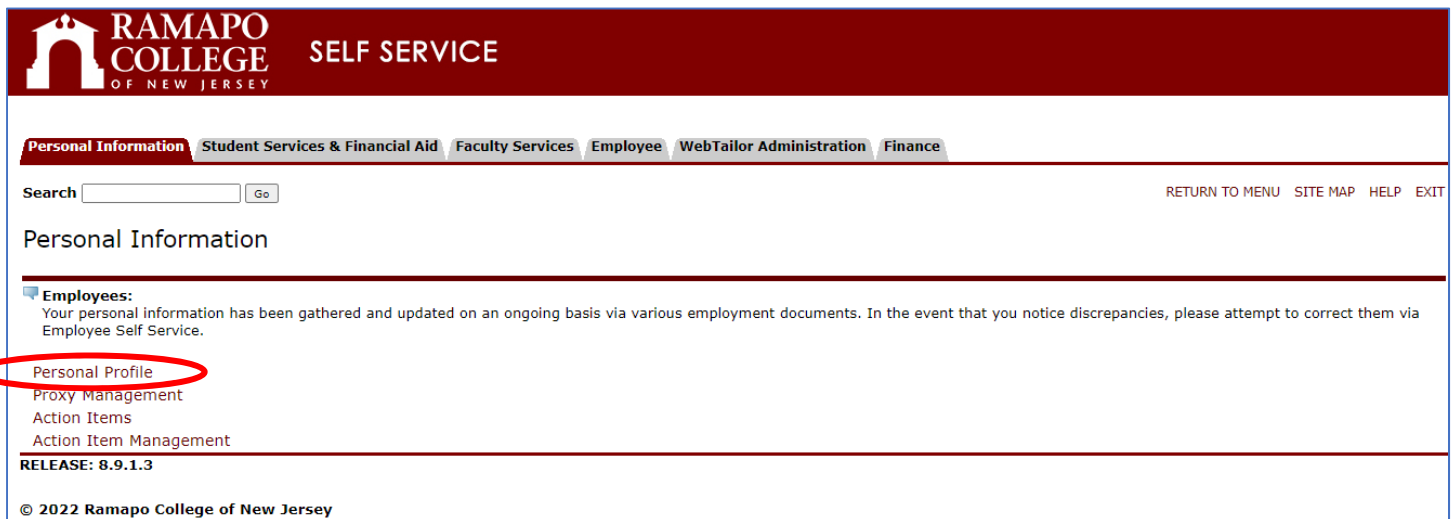
### Main Menu

- Personal Information**  
Update contact information; Change name or social security number change information; Change your PIN.
- Student Services & Financial Aid**  
Register, View your academic records; Account Summary; Make a Payment, Payment Plan; Financial Aid
- Faculty & Advisors**  
Enter Grades and Registration Overrides, View Class Lists and Student Information
- Employee**  
Time sheets, time off, benefits, leave or job data, paystubs, W2 and W4 data.
- WebTailor Administration**  
Customize the Web pages for your institution; Update user roles.
- Finance**  
Create or review financial documents, budget information, approvals.

RELEASE: 8.9.1.3

© 2022 Ramapo College of New Jersey

3. Click on **Personal Profile**



**RAMAPO COLLEGE OF NEW JERSEY** SELF SERVICE

Personal Information Student Services & Financial Aid Faculty Services Employee WebTailor Administration Finance

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

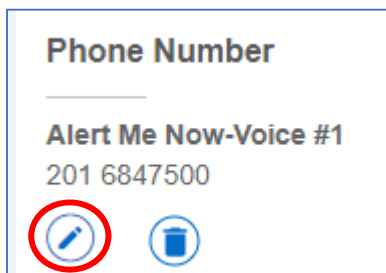
### Personal Information

- Employees:**  
Your personal information has been gathered and updated on an ongoing basis via various employment documents. In the event that you notice discrepancies, please attempt to correct them via Employee Self Service.
- Personal Profile**  
Proxy Management  
Action Items  
Action Item Management

RELEASE: 8.9.1.3



© 2022 Ramapo College of New Jersey

4. Scroll to the **Phone Number** section, look for the **Alert Me Now-XXXX** field and click the blue pencil to edit.



**Phone Number**

Alert Me Now-Voice #1  
201 6847500

5. Update the information as necessary, then click **Update**

**Edit Phone Number** [X]

**Phone Type**

Alert Me Now-Voice #1

**Phone Number**

201 6847500 Extension

**International Access Code and Phone Number**

International Phone Number

☐ Primary ☐ Unlisted

Cancel Update

6. Review and make sure the phone number has been updated correctly.