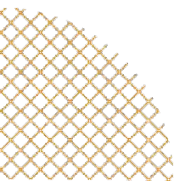


RCNJ

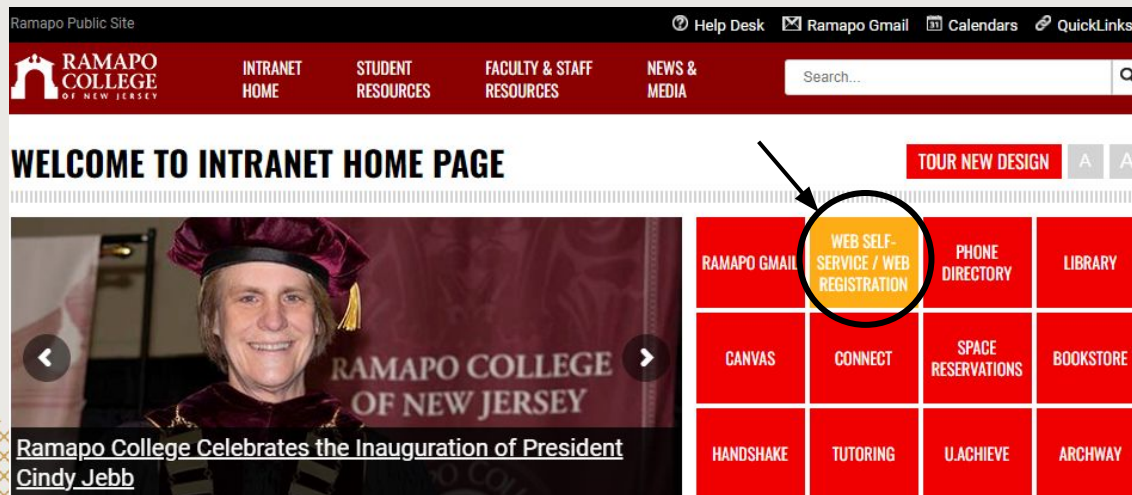
How to Add Alert Me Now and Emergency Contact Information in Web Self-Service

(Banner 9)

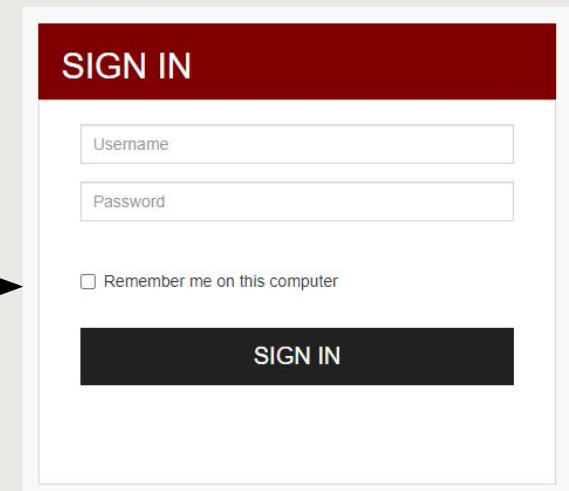


Log in to Web Self-Service

- Go to web.ramapo.edu
- Click on Web Self-Service
- Click Enter Secure Area
- Sign in with your username and password



Enter Secure Area
General Financial Aid
Class Schedule
Course Catalog



The 'SIGN IN' form is displayed on a white background with a red header. It contains the following elements:

- SIGN IN** (header)
- Username input field
- Password input field
- Remember me on this computer
- SIGN IN** (button)

Access Personal Information

- Click on Personal Information
- Click on Personal Profile

Main Menu

[Personal Information](#)

Update contact information; review 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

[Employee](#)

Time sheets, time off, benefits, leave or job data, paystubs, W2 and W4 data.

Personal Information

Student Services & Financial Aid

Search

Go

Personal Information

Employees:

Your personal information has been gathered and updated them via Employee Self Service.

[Personal Profile](#)

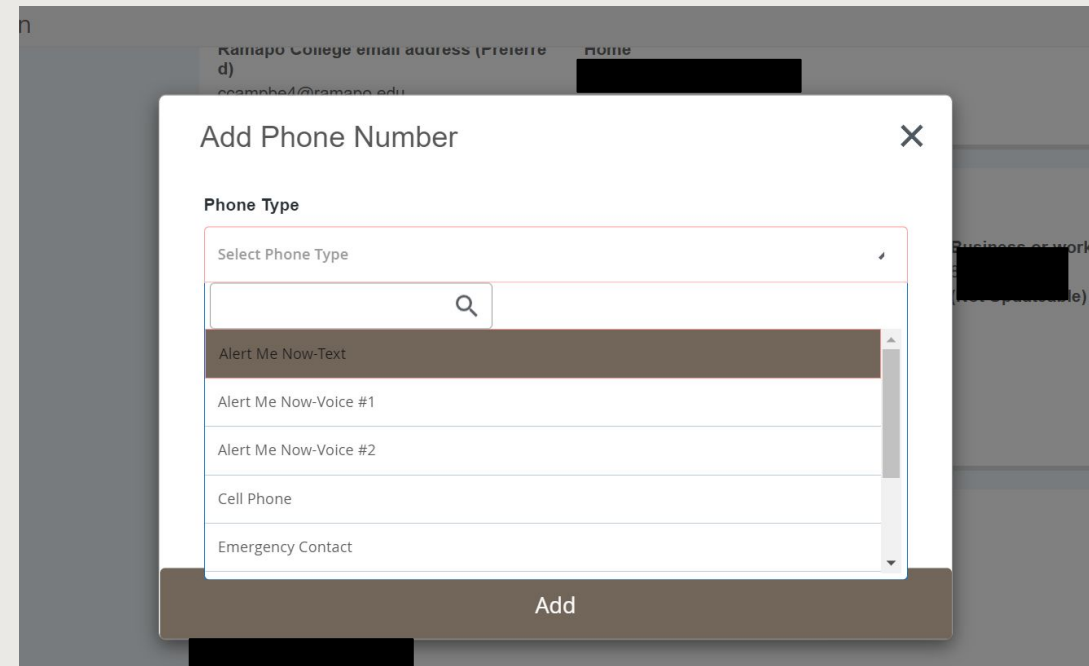
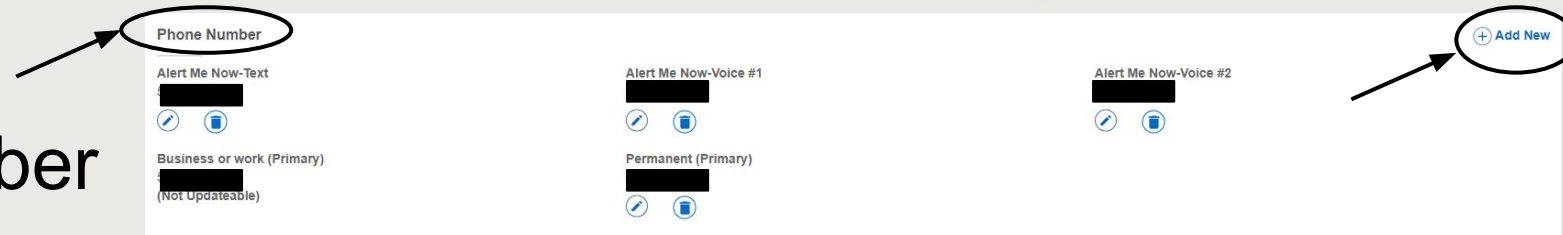
Proxy Management

Action Items

Action Item Management

Input Alert Me Now Information

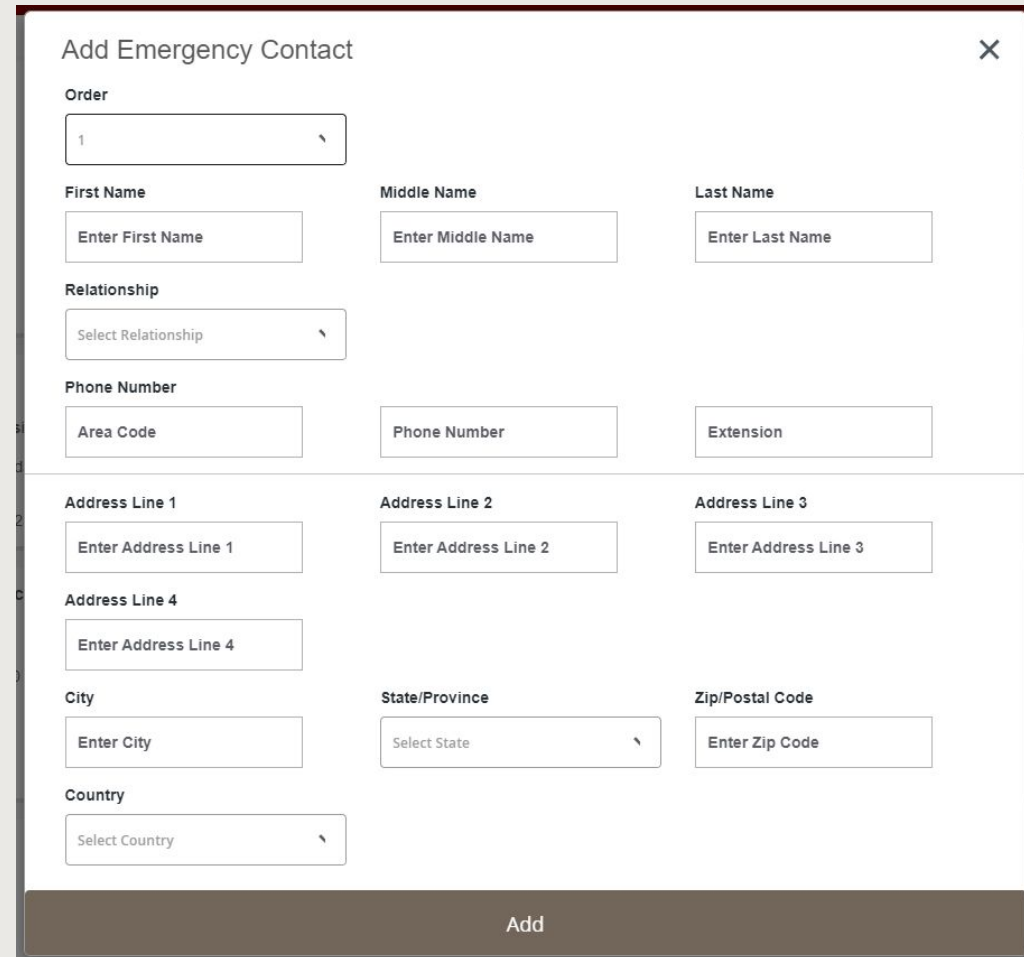
- Scroll to Phone Number
- Click Add New in upper right corner
- Under Select Phone Type, click Alert Me Now (text and/or voice)
- Input phone number, click Add



Note: Failure to opt in to Alert Me Now will result in a registration hold

Input Emergency Contact Information

- Scroll to Emergency Contact
- Click Add New in upper right corner
- Input all information for *at least* one emergency contact

A screenshot of a web form titled "Add Emergency Contact" with a close button (X) in the top right corner. The form contains the following fields:

- Order: A dropdown menu with "1" selected.
- First Name: A text input field with placeholder "Enter First Name".
- Middle Name: A text input field with placeholder "Enter Middle Name".
- Last Name: A text input field with placeholder "Enter Last Name".
- Relationship: A dropdown menu with "Select Relationship" selected.
- Phone Number: Three text input fields labeled "Area Code", "Phone Number", and "Extension".
- Address Line 1: A text input field with placeholder "Enter Address Line 1".
- Address Line 2: A text input field with placeholder "Enter Address Line 2".
- Address Line 3: A text input field with placeholder "Enter Address Line 3".
- Address Line 4: A text input field with placeholder "Enter Address Line 4".
- City: A text input field with placeholder "Enter City".
- State/Province: A dropdown menu with "Select State" selected.
- Zip/Postal Code: A text input field with placeholder "Enter Zip Code".
- Country: A dropdown menu with "Select Country" selected.

At the bottom of the form is a dark grey button labeled "Add".

Note: Failure to add an emergency contact will result in a registration hold