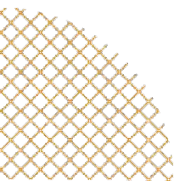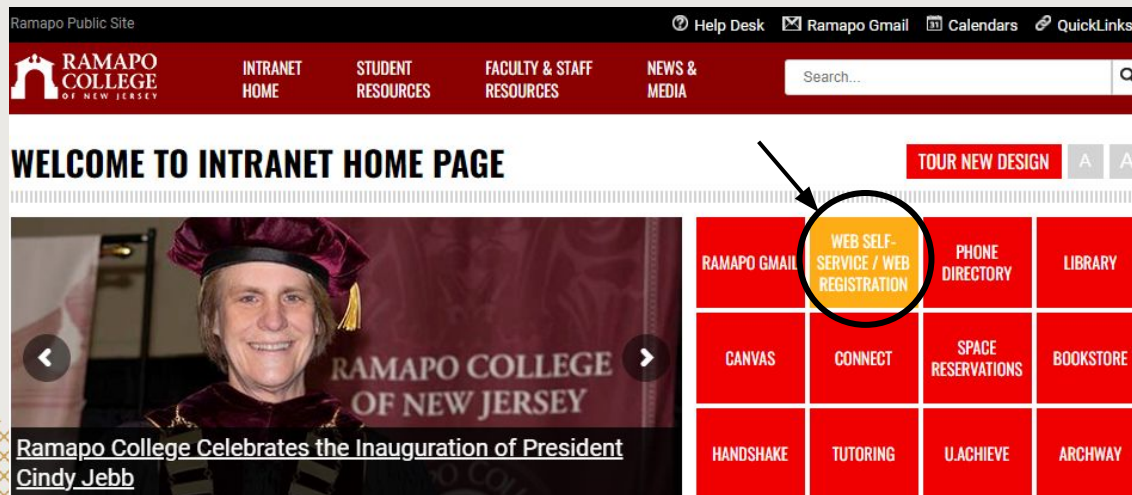# How to Add Alert Me Now and Emergency Contact Information in Web Self-Service

(Banner 9)

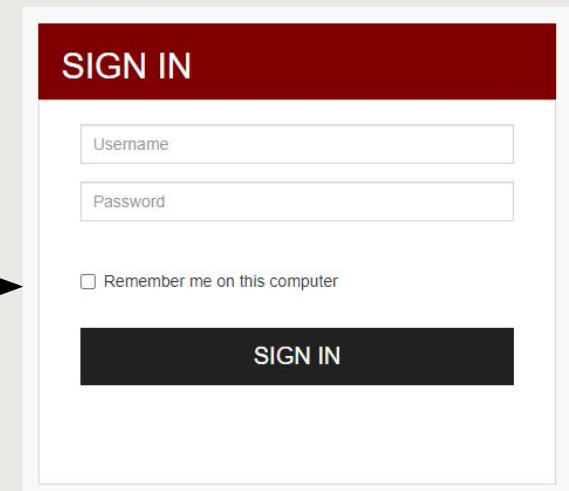# Log in to Web Self-Service

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

# Access Personal Information

➔ Click on Personal Information

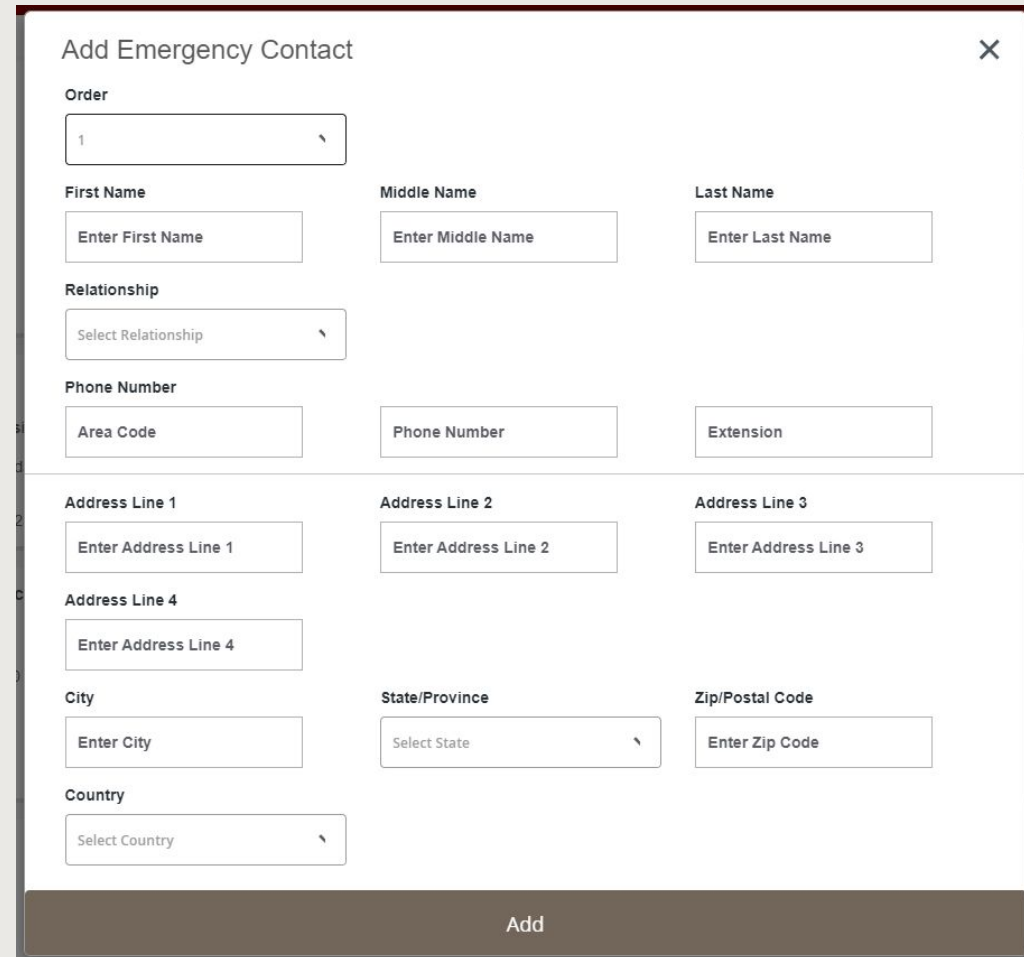➔ Click on Personal Profile

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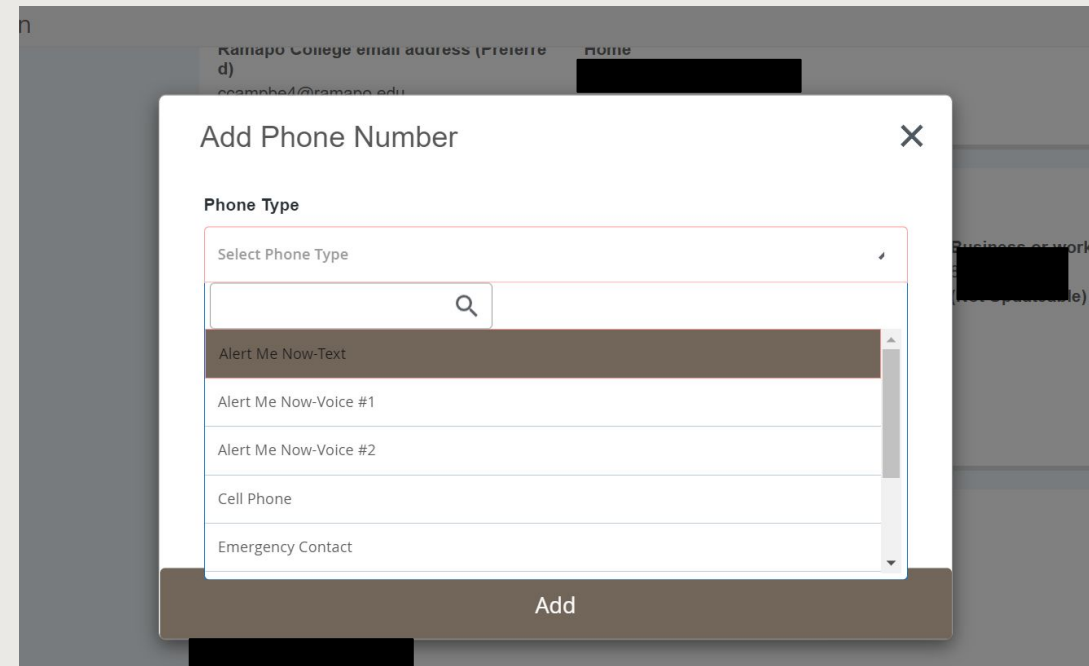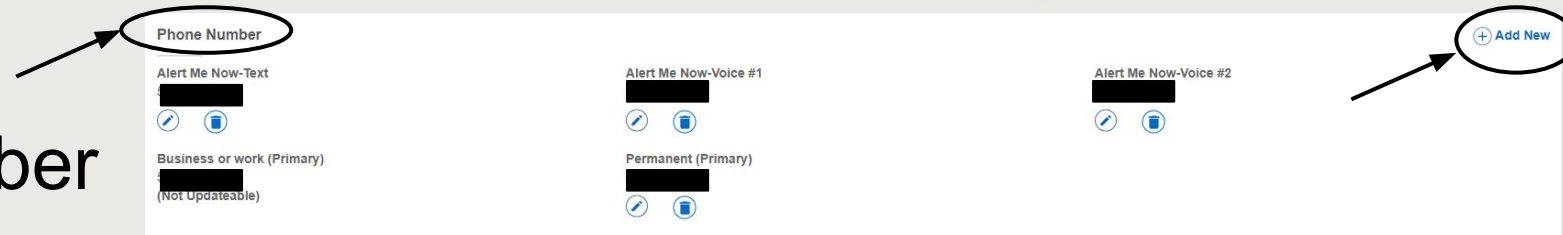
Note: Failure to opt in to Alert Me Now will result in a registration hold

# Input Emergency Contact Information

➔ Scroll to Emergency Contact

➔ Click Add New in upper right corner

➔ Input all information for *at least* one emergency contact

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



(+) Add New

**Add Emergency Contact** ×

**Order**
1

**First Name**
Enter First Name

**Middle Name**
Enter Middle Name

**Last Name**
Enter Last Name

**Relationship**
Select Relationship

**Phone Number**
Area Code | Phone Number | Extension

**Address Line 1**
Enter Address Line 1

**Address Line 2**
Enter Address Line 2

**Address Line 3**
Enter Address Line 3

**Address Line 4**
Enter Address Line 4

**City**
Enter City

**State/Province**
Select State

**Zip/Postal Code**
Enter Zip Code

**Country**
Select Country

Add