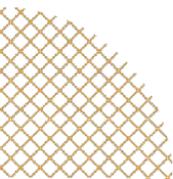


RCNJ

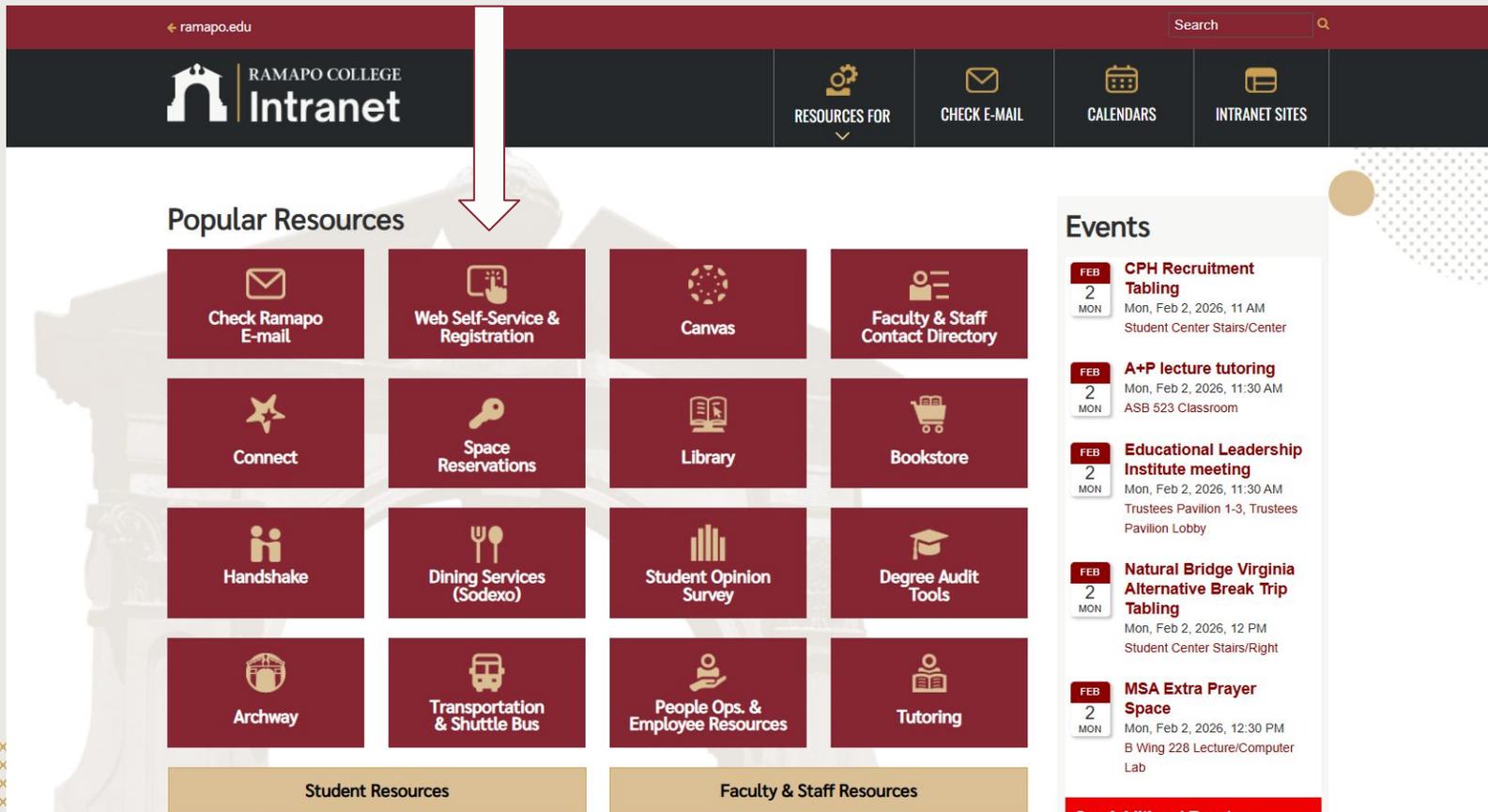
How to Add Alert Me Now and Emergency Contact Information in Web Self-Service

Center for Student Success



Intranet

- Search for the Intranet page, web.ramapo.edu.
 - Click on the box that says “Web Self Service & Registration.”
 - Log in with your Ramapo username and password.



← ramapo.edu Search

RAMAPO COLLEGE
Intranet

RESOURCES FOR CHECK E-MAIL CALENDARS INTRANET SITES

Popular Resources

Check Ramapo E-mail	Web Self-Service & Registration	Canvas	Faculty & Staff Contact Directory
Connect	Space Reservations	Library	Bookstore
Handshake	Dining Services (Sodexo)	Student Opinion Survey	Degree Audit Tools
Archway	Transportation & Shuttle Bus	People Ops. & Employee Resources	Tutoring

Student Resources Faculty & Staff Resources

Events

- CPH Recruitment Tabling**
Mon, Feb 2, 2026, 11 AM
Student Center Stairs/Center
- A+P lecture tutoring**
Mon, Feb 2, 2026, 11:30 AM
ASB 523 Classroom
- Educational Leadership Institute meeting**
Mon, Feb 2, 2026, 11:30 AM
Trustees Pavilion 1-3, Trustees Pavilion Lobby
- Natural Bridge Virginia Alternative Break Trip Tabling**
Mon, Feb 2, 2026, 12 PM
Student Center Stairs/Right
- MSA Extra Prayer Space**
Mon, Feb 2, 2026, 12:30 PM
B Wing 228 Lecture/Computer Lab

See Additional Events >

SIGN IN

Username

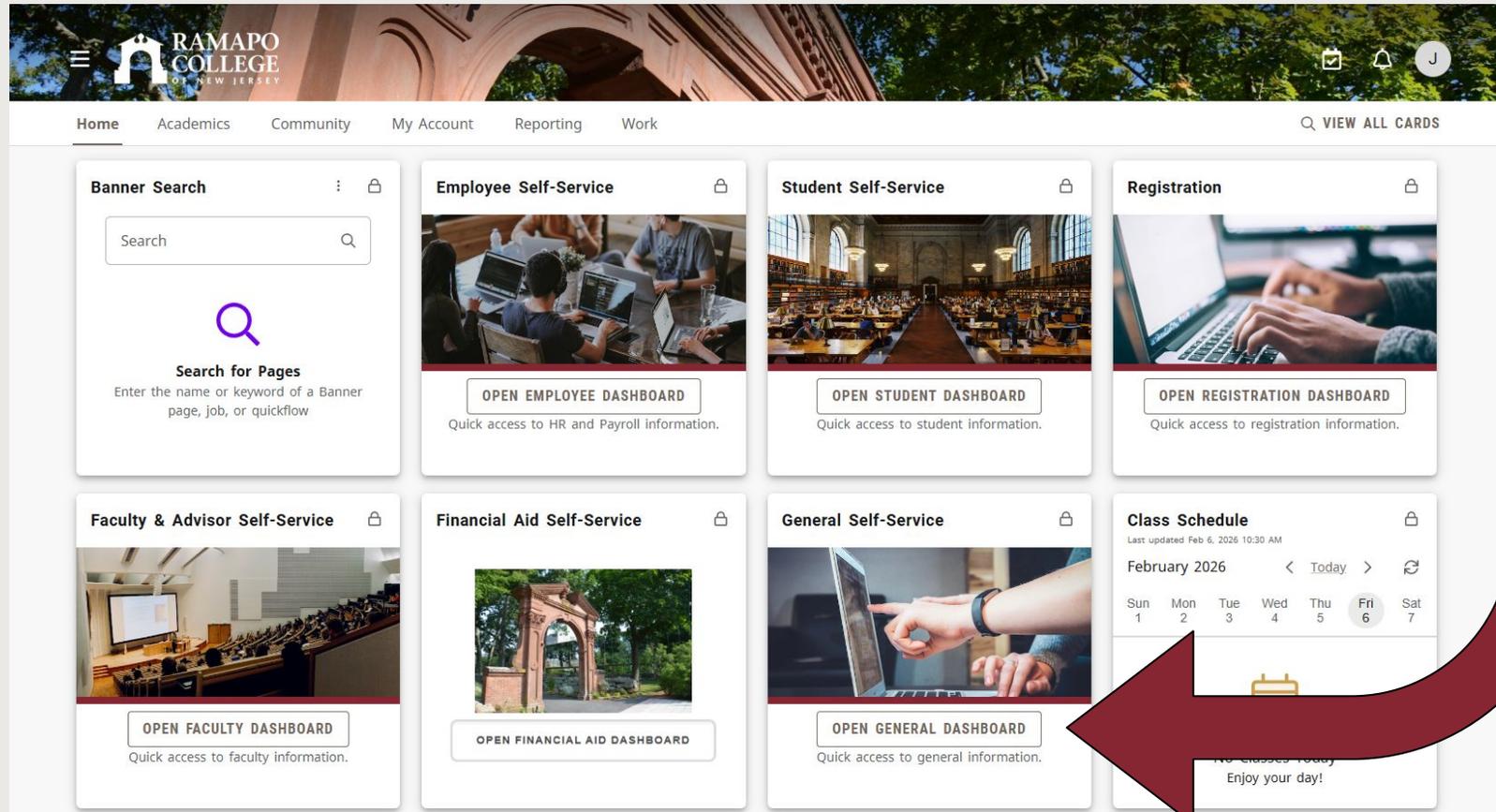
Password

Remember me on this computer

SIGN IN

Log Into Experience

- From the home page, click on the link that says “Open General Dashboard” in the “General Self-Service” box
 - This will bring you to your personal profile



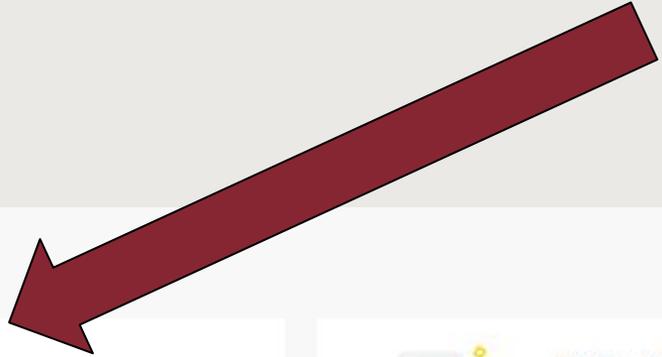
The screenshot shows the Ramapo College home page dashboard. At the top, there is a navigation bar with the college logo and menu items: Home, Academics, Community, My Account, Reporting, and Work. A search icon and 'VIEW ALL CARDS' link are also present. The main content area features a grid of service cards:

- Banner Search:** Includes a search input field and a 'Search for Pages' button. Description: 'Enter the name or keyword of a Banner page, job, or quickflow'.
- Employee Self-Service:** Includes an 'OPEN EMPLOYEE DASHBOARD' button. Description: 'Quick access to HR and Payroll information.'
- Student Self-Service:** Includes an 'OPEN STUDENT DASHBOARD' button. Description: 'Quick access to student information.'
- Registration:** Includes an 'OPEN REGISTRATION DASHBOARD' button. Description: 'Quick access to registration information.'
- Faculty & Advisor Self-Service:** Includes an 'OPEN FACULTY DASHBOARD' button. Description: 'Quick access to faculty information.'
- Financial Aid Self-Service:** Includes an 'OPEN FINANCIAL AID DASHBOARD' button.
- General Self-Service:** Includes an 'OPEN GENERAL DASHBOARD' button. Description: 'Quick access to general information.'
- Class Schedule:** Shows a calendar for February 2026, with 'Fri 6' highlighted. Description: 'No classes today! Enjoy your day!'.

A large red arrow points from the 'OPEN GENERAL DASHBOARD' button to the right side of the slide.

Access Your Profile

- In your profile, click the box that says “Personal Information”



 <p>Personal Information View and update your biographical and demographic information.</p>	 <p>Direct Deposit Create, view and update your direct deposit allocation(s).</p>
---	---

Enter Alert Me Now Phone Number

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



Phone Number + Add New

Alert Me Now-Voice #1 Alert Me Now-Voice #2 Permanent (Primary)

Add Phone Number ×

Phone Type

Select Phone Type

- Alert Me Now-Text
- Alert Me Now-Voice #1
- Alert Me Now-Voice #2
- Cell Phone
- Emergency Contact

Add

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

Input Emergency Contact Information

- Scroll to the “Emergency Contact” tab and click Add New



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

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

Add Emergency Contact
✕

Order

First Name

Middle Name

Last Name

Relationship

Phone Number

Email

Address Line 1

Address Line 2

Address Line 3

Address Line 4

City

State/Province

Zip/Postal Code

Country

Add