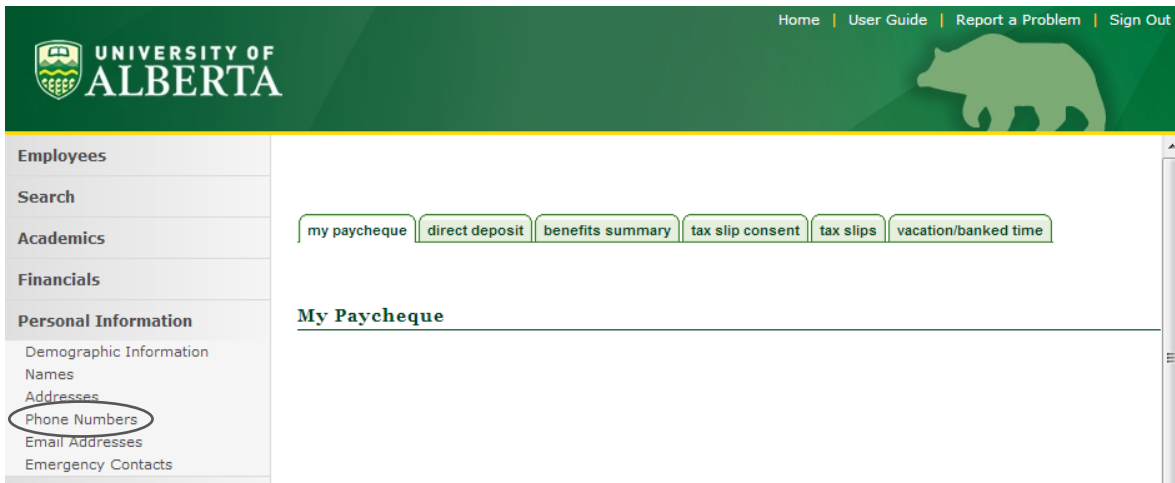


Personal Information – Phone Numbers

Human Resource Services (HRS)

You can add additional phone numbers to your record – Business, Fax, Home, Mobile, and Pager 1. You can also delete telephone numbers.

1. Click **Personal Information** from the left menu items and select **Phone Numbers** from the submenu.



2. To Add or Delete a Phone Number:

- a. Select **Add a Phone Number** to add a new phone number to your record.
- b. Indicate the **Phone Type** – choose either Business, Fax, Home, Mobile or Pager 1 from the drop down list.
- c. Enter the area code and the telephone number and Ext, if applicable.
- d. One of your phone types must be selected as Preferred.
- e. Click the **Save** button to save the phone number to your record.
- f. Use the **delete** button to delete a phone number from your record.

Phone Numbers

** Personal Contact Information collected may be used to enable the University to contact you in the event of a situation determined to constitute an emergency. It may be disclosed to authorized external agencies as necessary for this purpose.**

Students: receive emergency notification on your mobile device. In a serious emergency, University of Alberta Protective Services will send information about the event and what you can do for your own safety and the safety of others. Select "Mobile" as a phone type and enter the number of your mobile device in the 'area code/phone number' format.

To confirm you receive emergency text messages, you will need to complete a second step: Text UOFAALERT to 77777 (standard rates will apply). This will ensure your wireless provider knows you wish to receive these urgent messages and will help prevent the messages being labeled spam by wireless providers.

You will receive a text message in case of a campus wide alert, and you will receive two test text messages a year.

If at any point you wish to opt-out, please text STOP to 77777 to cease your subscription. If you cease your subscription you will continue to receive notifications through building alarms, e-mail, mobile app notification and web-page updates.

Visit [U of A Alerts](#) for more information.

Here is a list of phone numbers on your record.

*Phone Type	*Telephone	Ext	Country	Preferred	
Business	123/456-7890		<input type="checkbox"/>	<input type="checkbox"/>	delete
Home	123/456-7890		<input type="checkbox"/>	<input checked="" type="checkbox"/>	delete

ADD A PHONE NUMBER

Use the 'Add a Phone Number' button to add a phone number.

Select a Phone Type and enter the phone number in the 'area code/phone number format', i.e. 780/123-4567, in the Telephone field. The Ext field is optional. Preferred phone number is required.

Use the 'Delete' button to remove a phone number from your record.

SAVE

* Required Field