

SOUTHWESTERN UNIVERSITY

EMERGENCY ALERTS

- ❖ Log into my Southwestern
- ❖ Click on Web Advisor icon
- ❖ Click on Employee or Student tab
- ❖ Click on Contact Information button
- ❖ Add necessary information and hit submit

WHEN WILL EMERGENCY ALERT NOTIFICATION SYSTEM BE USED?

The system will only be used to reach you in the event of a campus or regional emergency as defined by University officials.

WILL I RECEIVE EMERGENCY ALERTS IF I DON'T PROVIDE PHONE NUMBERS?

No. However, Southwestern University strongly recommends that you provide your phone numbers, especially your mobile number.

HOW OFTEN CAN I CHANGE MY CONTACT INFORMATION IN THE EMERGENCY NOTIFICATION DATABASE?

You may change your information as often as necessary by visiting Web Advisor's Contact Information Update page.

CAN I BE NOTIFIED VIA TEXT MESSAGING?

Yes. You can designate one of your contact numbers as a text messaging phone.

CAN I RECEIVE NOTIFICATIONS BY MORE THAN ONE METHOD?

Yes. You will receive email notifications in the event of an emergency. Additionally, you can select to be notified by voice, text messaging, and TTY/TDD services.