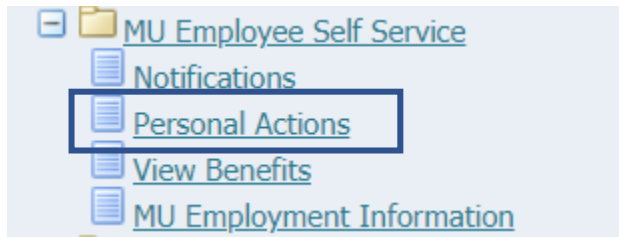


Add or Update Cell Phone Number for Marquette University text notifications



Log into MyJob and select MU Employee Self Service.

Select: Personal Actions



Select Personal Information and click the Start Button

Select Action:

Select Action

<input checked="" type="radio"/>	Personal Information
<input type="radio"/>	Payslip
<input type="radio"/>	W4 Information
<input type="radio"/>	Manage Payroll Payments
<input type="radio"/>	View/Print Employee W2
<input type="radio"/>	Absence Accruals
<input type="radio"/>	Education
<input type="radio"/>	Competency Profile
<input type="radio"/>	Release Information
<input type="radio"/>	W2 Printing Options

Select Action:

In the Phone Numbers Section review the number listed as “Mobile”. Only phone type “Mobile” is used for Marquette University emergency text alerts for safety and weather-related notifications. Phone types of Mobile Second, Mobile Third, and Mobile Fourth are NOT sent notifications.

- If the phone number showing as Mobile is correct nothing further is needed.
- If the phone number showing as Mobile is incorrect or there is no listed phone number with type Mobile continue:

To update or add a Mobile phone – click on the Update button in the Phone Numbers section

Phone Numbers

Click UPDATE to add or update home, work, fax, pager or mobile phone numbers.

Please enter ONE cell phone number using Type "Mobile" to receive Marquette University emergency text alerts for safety and weather related notifications.
Only "Mobile" is used for these notifications. Phone Types of Mobile Second, Mobile Third, and Mobile Fourth are NOT sent notifications.

Mobile

Work

Update or Add phone numbers.




- Update incorrect or changed number by editing the number for the type.
- Use the Add Another Row to add another phone number. Please note that only one phone number should be added for each phone number type as indicated on the message on the page.
- Delete any phone numbers that are no longer valid by selectin the garbage can next to that phone number.

Click the Next Button

Please enter **ONE** cell phone number using Type "Mobile" to receive Marquette University emergency text alerts for safety and weather related notifications. Only "Mobile" is used for these notifications. Phone Types of Mobile Second, Mobile Third, and Mobile Fourth are **NOT** sent notifications.


Please make only **ONE** entry for any Type of phone number. If you have multiple numbers of a particular type that you want added to your record, please use the Type that includes "Second" or "Third" for the additional numbers.

If a phone number listed on your record is no longer in service, please delete it.

Type	Number	Delete
Mobile ▼		
Work ▼		
Home Second ▼	111-11-1111	

Add Another Row

Review the changes that you have entered. If correct select the Submit button.

Phone Numbers		
	Current	Proposed
Mobile		
Work		
Home Second		111-11-1111 

Receive confirmation of completion. Click on Return to Overview button.

 **Confirmation**

[Personalize Stack Layout: \(HrConfRN\)](#)

Your changes have been applied.