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

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
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  • Delete any phone numbers that are no longer valid by selecting the garbage can next to that phone number.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.

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

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