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: **Start**
Select Action: **Personal Information**

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 as 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 Plus icon 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- Delete any phone numbers that are no longer valid by selecting the Garbage Can icon next to that phone number

Click the Next button

Review the proposed changes

Click the Submit button