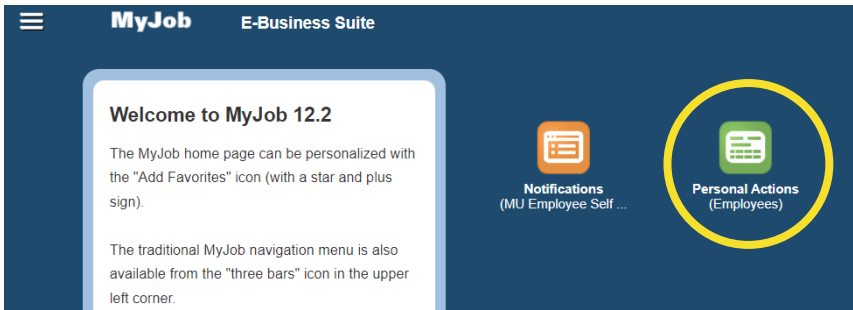


## Add or Update Cell Phone Number for Marquette University text notifications



Log into MyJob and select MU Employee Self Service

Select Personal Actions



Select Personal Information and click the Start button

Select Action: **Start** | ...

Sel...	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 W2 (by selecting you opt out of mailed W2 form)
<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

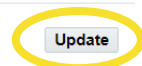
In the Phone Numbers Section review the number listed as “Mobile”. Only phone type “Mobile” is used for Marquette University emergency text alerts for safety and weather-related notifications. Phone types of Mobile Second, Mobile Third, and Mobile Fourth are NOT sent notifications.

- 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

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- Delete any phone numbers that are no longer valid by selecting the Garbage Can icon next to that phone number

Type	Number	Delete
Mobile <input type="text"/>	<input type="text"/>	
Work <input type="text"/>	<input type="text"/>	

Click the Next button

Review the proposed changes

Click the Submit button