

# BAYLOR ALERT - BAYLOR EMERGENCY NOTIFICATION SYSTEM

## DIRECTIONS TO RECEIVE TEXT MESSAGES

In an effort to provide timely notice and/or emergency notifications to the Baylor community, any of the following methods may be utilized: emergency text message alerts, voicemail, email, indoor voice evacuation systems, and the outdoor PA system. In order to receive text, voice and email notifications, please confirm/update your contact information is correct by following the directions outlined below.

### STUDENTS

1. Login to BearWeb (<https://bearweb.baylor.edu>) and choose the "Personal Information" link.
2. Click "Emergency Alert Options".
3. On the next page, you will see the cell phone number Baylor University has for you.
4. Make any corrections needed (you may also enter an alternate cell phone for text alerts) and select the "I DO want to receive emergency alert messages" option, then click "Submit".
5. After a successful update, you can click "Personal Information" again, then "Address(es) and Phone(s)" to verify your address and other phone information. If your information is correct, no further action is required.
6. If updates are needed, click "Update Address(es) and Phones(s) at the bottom of the page. Click the "Primary" link to the left of the phone number associated with your "Student Local", update as needed, and click "Submit". After a successful update, you will be returned to the previous page.
7. Repeat step 6 if updates are needed to your "Student Home" information.

### EMPLOYEES

1. Login to BearWeb (<https://bearweb.baylor.edu>) and choose the "Personal Information" link.
2. Click "Cell Phone / Emergency Alert Options".
3. On the next page, you will see the cell phone number Baylor University has for you.
4. Make any corrections needed (you may also enter an alternate cell phone for text alerts) and select the "I DO want to receive emergency alert messages" option, then click "Submit".

### WHAT WILL APPEAR IN THE BAYLOR DIRECTORY?

If faculty, staff and students mark a phone number as "cellular" it will NOT show in the directory from that entry. If, however, you put your cell phone number into BearWeb by marking it as "Primary" and associating it with either their home or local address, then it WILL be listed in the directory as your home or local phone. The directory will never label a phone number as a cellular or mobile number. It will only appear as a home or local phone number.

BearWeb data is uploaded every business day to the emergency notification system provider. There may be a rare situation where you may not receive the emergency message if the message is sent out prior to the upload of your contact information.