Directions for updating phone records for CMU-Alert

Three easy steps:

1. In the grey box located on the right side of this screen, click on the “Faculty and Staff Only CMU-Alert Register”.

2. Choose the “Services” tab on the orange line.
   - Look at your phone number. If your carrier is incorrect or set to “Default” you will need to change your record.
   - To change:
     a. Enter new mobile number
     b. Select a Carrier
     c. Click Add SMS
     d. Vendor will send you a Validation Code to your mobile device
     e. Enter the code and click Validate
     f. DELETE old number

3. Choose the “Groups” tab on the orange line.
   Please verify that you are a member of the Pittsburgh Campus group.
   - Please choose the “Pittsburgh” radio button. It is important that you subscribe to the Pittsburgh group.