Faculty & Staff

Directions on How to Register and Update Your Information for UPennAlert
To get started, go to the Penn Directory at [http://www.upenn.edu/directories](http://www.upenn.edu/directories).

1. Click on “Update Directory Listing”

2. Enter Your PennKey

   If you don't know your PennKey, please visit:
   [www.upenn.edu/computing/pennkey/](http://www.upenn.edu/computing/pennkey/)
Click on the “Agree” button

In the main Directory page, click on the “Manage UPennAlert Info” tab at the top of the page.
If you have not updated your information at this point you will see the text in red displayed to the left.

Click on the “Add” button to update your information.

If you have information in the system already, you can update and add contact information at anytime.

Click on the “edit” button which will be displayed in place of the “add” button.

This screen will be where you enter up to 5 devices that you can be reached at in case of an emergency.

**NOTE:** Please make sure that if you are including a pager that you fill in ALL required fields. It is your responsibility to make sure this information is accurate.

When you have finished updating your information, click on the “submit” button.