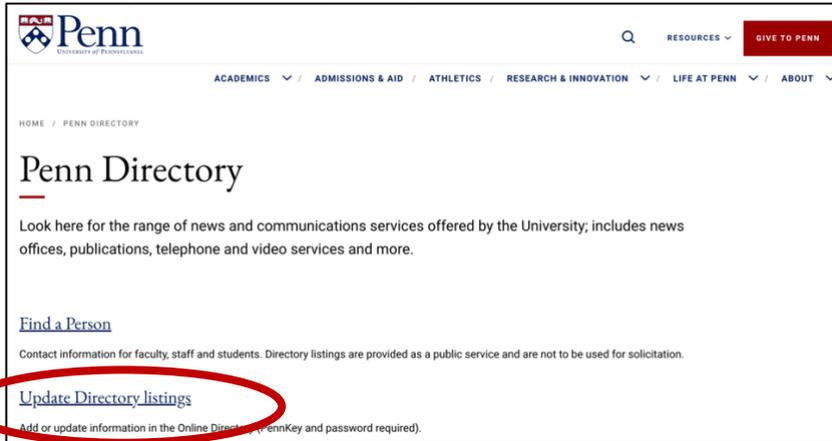


# UPennAlert Emergency Notification System

## Faculty & Staff Instructions to register and update your information for UPennAlert

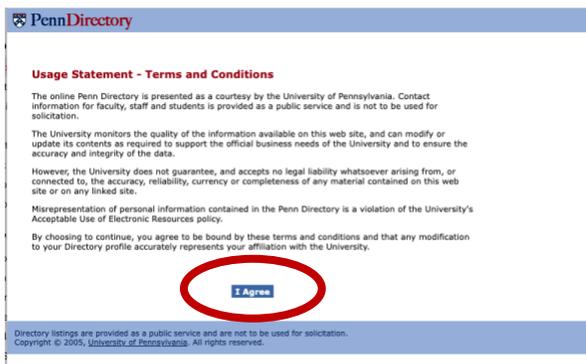
1. Visit the [Penn Directory](https://www.upenn.edu/directories) (<https://www.upenn.edu/directories>)  
Select “Update Directory listings”



2. Enter your PennKey Username and Password, click “Log In”; confirm via two-factor authentication.



3. Click on the “I Agree” button to enter the Directory portal.



- Click on the “Manage UPennAlert Info” tab at the top of the page.

PennDirectory

Search My Profile Help Logout

Manage Penn Profile Manage Public Profile **Manage UPennAlert Info** Preferences

Provide information about how to contact you during a campus-wide emergency

▼ My UPennAlert Info

Your emergency contact information will be used by the Division of Public Safety or other authorized Penn Administrators to provide you with urgent text and/or email messages. Your information should include the best number(s) for reaching you quickly.

Your emergency phone contact information will not be displayed in the Directory.

Cell: 767-763-6666

Cell: 267-268-6666

By clicking on this box, I understand that I will not receive emergency texts or emails between 9pm to 7am on weekdays, and I will not receive emergency texts or emails on weekends between 9pm on Friday to 7am on Monday.

Directory listings are provided as a public service and are not to be used for solicitation. Copyright © 2009, University of Pennsylvania. All rights reserved. About the Directory | Usage

- Add or update your cellphone number(s); it is your responsibility to ensure these numbers are accurate - double-check all entries.
- Click the “Submit” button when you have finished your updates.

PennDirectory

Search My Profile Help Logout

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Your Name Here

**UPennAlert - Edit Emergency Alert Information**

- You may enter up to five phone numbers
- Your emergency information should be the best number(s) for reaching you quickly.
- Carrier information is required for all pager numbers.
- Remember to include your pager's PIN, if applicable.

Type	Phone Number	Pager Carrier	Pager PIN
Cell	555-555-5555		
Cell			

Submit Cancel