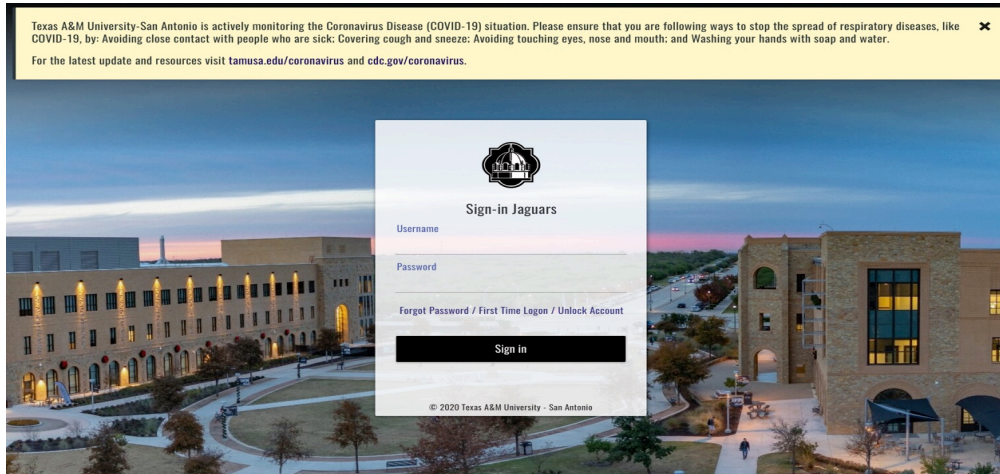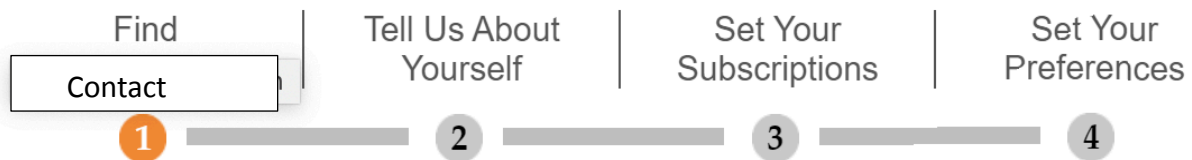Click [JagE Alert Emergency Notification System](#) and login in with your current user name and password you use to access your University email. If you previously registered you will be directed to the Contact Information page.

You should see this screen:

If you see this screen:

In the first box you will enter your USER ID (the one you use to see your university email). Once you enter your phone number or email on the second entry select Associate.

The next screen you will see is the one below, verifying your contact information

Next you will see a screen and look to the left and click on Contac Info. Here is where you can add your personal cell phone number and other email addresses. Hit the save button when done.

Next you select "Subscriptions" and then select "Manage subscriptions". Here you can select to add Outreach messages. Hit save when done.
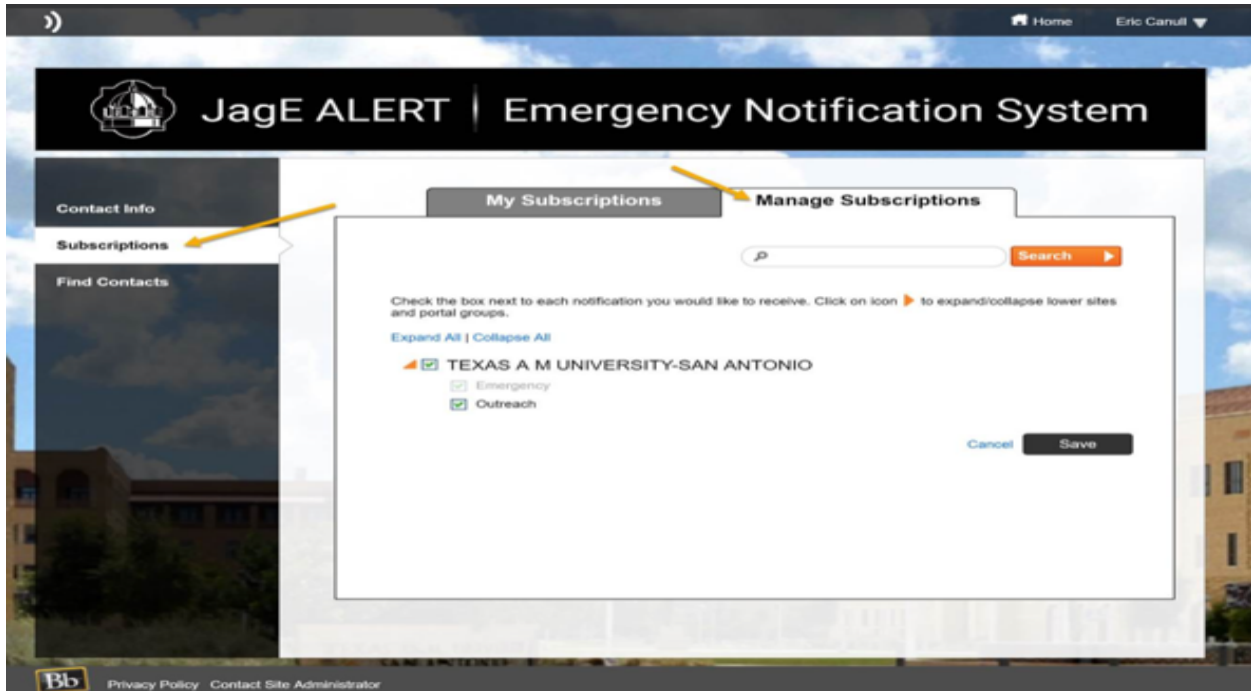
Now select "My Subscriptions". This is where you can edit the manner you are contacted for Emergency messages and Outreach messages. Hit save when done and log out.