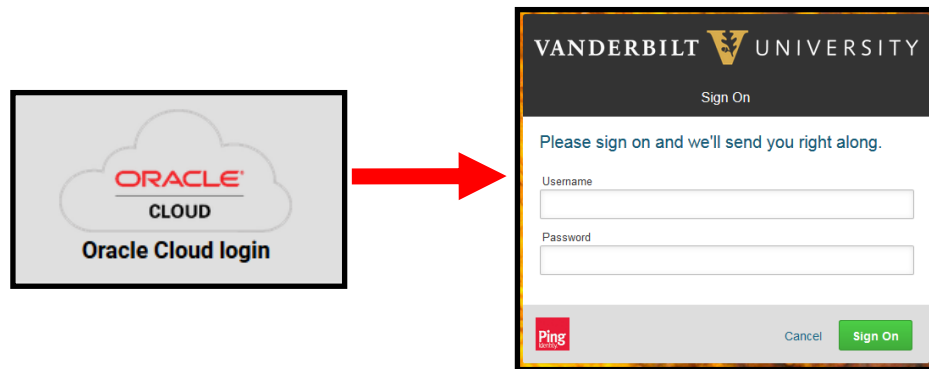


AlertVU enrollment instructions for Vanderbilt University

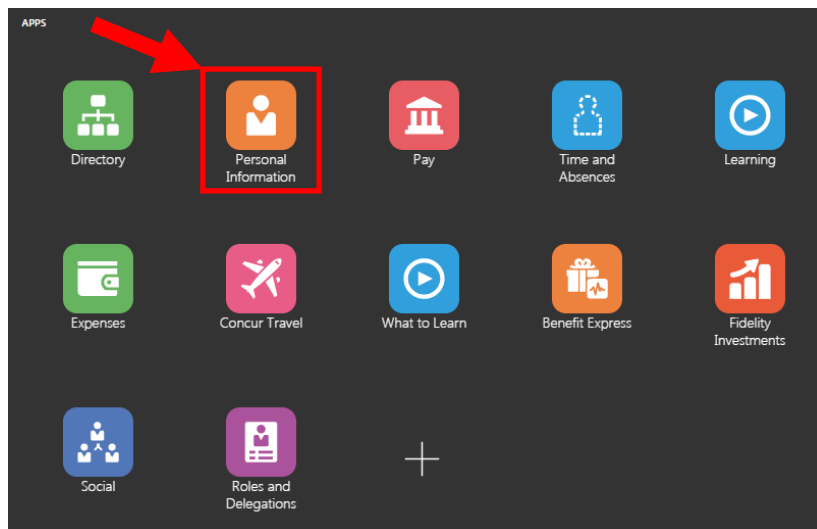
1

Log into your Oracle account through [SkyVU](#) using your VUNet ID and password.



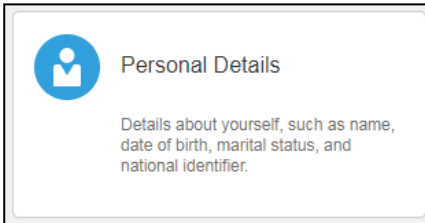
2

Choose "Personal Information" from the list of apps.



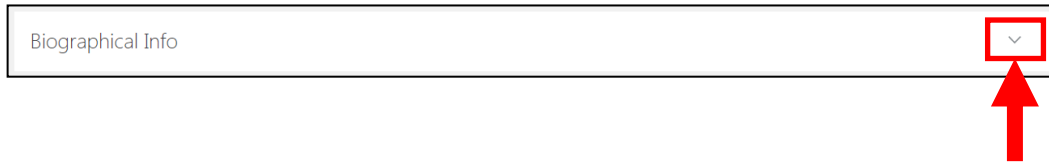
3

Select “Personal Details”

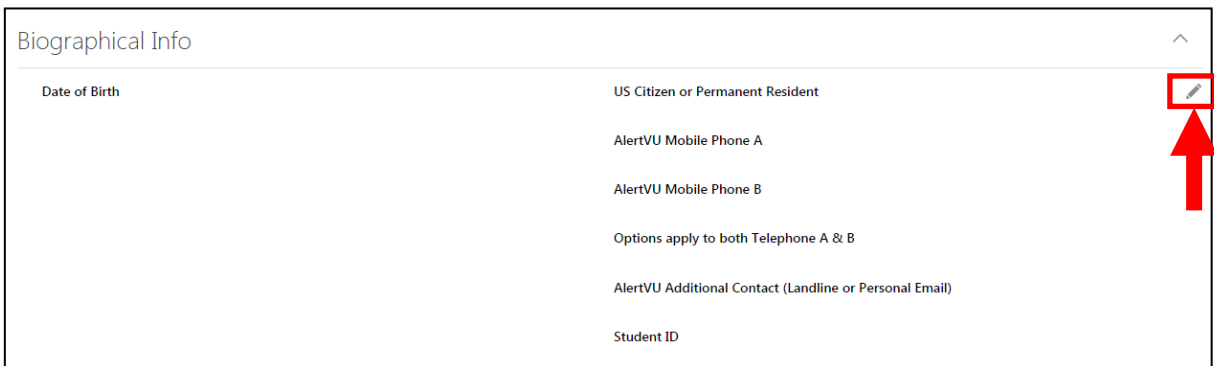


4

Select the drop-down for “Biographical Information”



Then, click the pen at the top right-hand section of the screen to edit.



5

Enter information in AlertVU Mobile A, Mobile B, Landline or Personal Email boxes.

Alert VU Telephone A 5551234567
Alert VU Telephone B 5559876543
AlertVU Telephones A+B, Voice/Text Option Voice + Text
AlertVU Additional Contact (Telephone C or Personal Email) commodore@vanderbilt.edu

Please note that selecting the voice/text option applies to both Mobile A & B.

Your Vanderbilt email address is automatically uploaded into the system, so enter a personal email address for which you can receive AlertVU emails in addition to your Vanderbilt email account.

6

Click "Submit"

Submit Cancel

Done! Your information will be uploaded in the system starting tomorrow morning.
Please review your emergency contact information at least annually.
Questions? Email [Jessamyn Davis](#)