

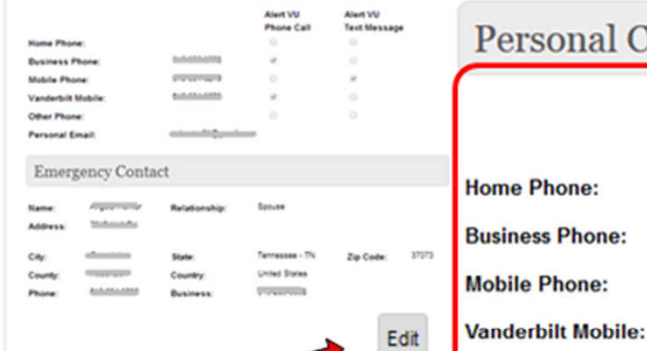
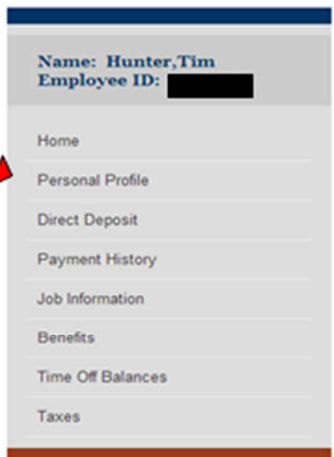
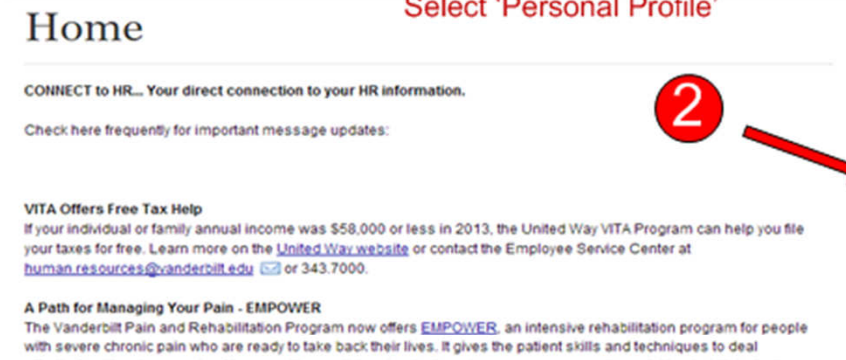
Human Resources

Updating "ALERTVU" or "Non-Emergency" Contact Information for the VUMC Notification System

- 1 Go to HR web page and Log in to C2HR
<https://hr.vumc.org>



Select 'Personal Profile'



	AlertVU Phone Call	AlertVU Text Message	Non-Emerg Phone	Non-Emerg Call	Non-Emerg Text Message
Home Phone: 615-555-1212	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business Phone: 615-555-1313	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mobile Phone: 615-555-1414	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vanderbilt Mobile: 615-555-1515	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other Phone:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vanderbilt Email: joe.commodore@vanderbilt.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- 4 Enter contact info in the 'Personal Contact Information' section:
Enter phone numbers or email addresses and select checkboxes for phone call or text message for "ALERTVU" notifications and for "Non-Emergency" notification programs.

- 3 Select 'Edit' at the bottom of the page

- 5 Select **Next** at the bottom of the page

- 6 Finally, select **Confirm** to save your entries