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

2. Select ‘Personal Profile’

3. Select ‘Edit’ at the bottom of the page

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.

5. Select ‘Next’ at the bottom of the page

6. Finally, select ‘Confirm’ to save your entries