



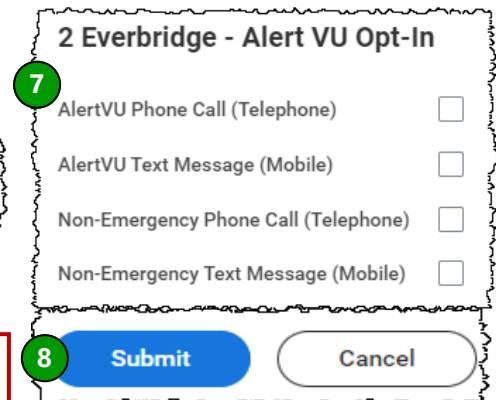
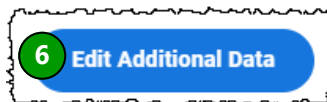
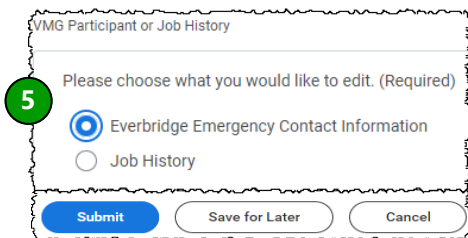
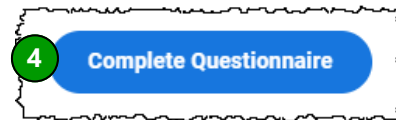
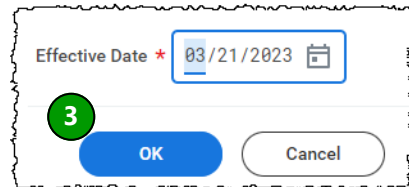
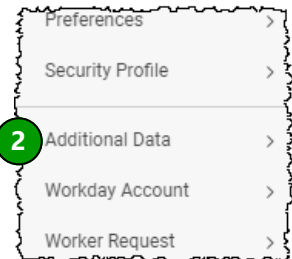
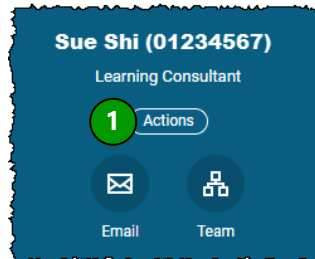
Emergency Contacts Everbridge/AlertVU (All Employees)

The Everbridge/AlertVU system at VUMC is how you are notified in case of an emergency on campus. Workday allows you to opt-in to the system and determine how you want to be notified in case of an emergency. It is always important to keep this information up to date. If this information changes at any time, please be sure to update it within Workday as soon as possible. Please follow the steps below to complete the process.

Emergency Contacts Everbridge/AlertVU (All Employees)

From your profile page in Workday:

1. Select the **Actions** button.
2. Select **Additional Data**.
3. Select the **Effective Date**, and then select **OK**.
4. Select **Complete Questionnaire**.
5. Select **Everbridge Emergency Contact Information** and then select **Submit**.
6. Select **Edit Additional Data**.
7. Select which areas you want to **Opt-In** for alerts.
8. Select **Submit**.



Note: In order to receive texts (mobile), you must have a work or personal phone labeled as **Mobile** in the contact information within your Workday profile. Note that **Telephone** will include both work and home telephones if checked.