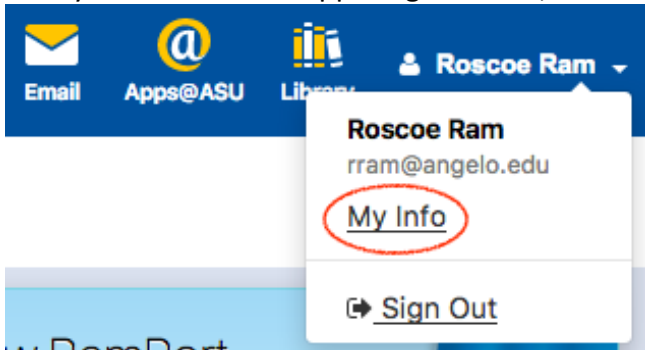




## Quick Start Instructions

1. Log in to RamPort.
2. Click your name in the upper right corner, then select "My Info"



3. Click the button that says "Update ASU Alert Info"

### Personal Information

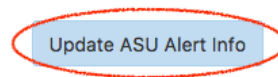
[Update Emergency Contact Info](#)

[Change Address and Phone Number](#)

[Get Name Change Info](#)

### Employees

[Texas HRIS Confidentiality Indicators](#)



4. Enter a phone number for each type to receive voice messages.  
(You must enter at least one number)

### Voice

#### Local Home Phone

Area Code: Prefix: Number:

<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>
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#### Cell Phone

Area Code: Prefix: Number:

<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>
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#### Other Phone \*

Area Code: Prefix: Number:

<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>
----------------------	---	----------------------	---	----------------------

#### TTY/TDD

(messaging for the hearing impaired)

Area Code: Prefix: Number:

<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>
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## Quick Start Instructions

5. To receive alert text messages, add your number in the “Text Messaging” Section

### ***Text Messaging***

If supplied, emergency notifications will be sent as a text message to the following phone number:

**Area Code: Prefix: Number:**

-  -

You will receive a confirmation text message from ASU ALERT within three days (standard text messaging rates apply).

**Note:** Emergency notifications will be automatically sent to your Angelo State email address.

6. If you only wish to receive emergency emails, click the checkbox to opt out.

**I would like to opt-out of ASUALert voice and text messages**