

UCOPAlert

User Instructions

How to Input or Update Your Personal Contact Information

- Log into <http://ucopalert.ucop.edu/> using your UCOP Single Sign-On username and password – the same one you regularly use to log into UCOP’s network.
- Scroll down to the bottom of your profile and select the "**Add Devices**" button.
- Use the drop-down list to select the devices you will add to the list, and enter the details.
 - We recommend adding **SMS, Mobile Phone, Home Phone, and Home Email** to the list.
 - If you want to receive text alerts, you **must** add "SMS" as a device (and enter your cell # in the Number/Address field), even if you already listed your mobile phone as a device.
 - Employees’ work email addresses and – if known at the time of hire – office phone numbers are automatically entered into UCOPAlert. There is no need to edit these unless your work contact information has changed.
 - You do **not** need to enable “Send reports to this device.”
 - Registering your personal contact information is entirely voluntary.
 - Example:

Device	Number/Address	Description
Mobile Phone ▼	510-xxx-xxxx	n/a
SMS ▼	510-xxx-xxxx	same Number/Address as Mobile
Work Email ▼	example@ucop.edu	n/a
Send reports to this device: None ▼		
Home Email ▼	example@gmail.com	n/a
Send reports to this device: None ▼		

- Don’t miss an alert by thinking it’s a suspicious caller. When UCOPAlert calls you with a voice message it will come from 1-866-609-8026. When UCOPAlert sends you a text message it will come from 542-92 or 364-75. **Save these numbers as contacts in your phone now to prevent confusion in an emergency.**