Emergency Phone Notification

Employees only

UNCW Alert includes multiple communication tools that the university may deploy during an emergency. Pay attention to the university homepage, emails, text messages, phone calls and other communications from the university.

Employees must opt-in to receive UNCW Alert emergency notifications by voice and text. UNCW email accounts have always been included in the emergency notifications. Your emergency phone contact remains confidential and is only used for emergency notification and periodic system testing. In an actual emergency, messages may be received at any time of day or night. Standard text messaging fees may apply, but there are not additional charges from the university.

If you wish to receive UNCW Alert emergency notifications please follow the steps outlined below.

How to update/add your emergency phone notification number?

*Step 1:* Go to SeaNet (seanet.uncw.edu) *Also can be accessed through MySeaPort*

![Image of SeaNet](image)

*Step 2:* Login using your UNCW credentials

*Step 3:* Go to the Personal Information tab
Step 4: Select Update Address(es) and Phone(s)

Step 5: Select UNCW Alert under the Type of Address to Insert. Click Submit.

Step 6: Update the UNCW Alert address and Primary Phone Number For This Address.
Be sure to fill out the date, address line 1, city, state, zip, and primary phone with area code. Under Phone Type select “UNCW Alert” and enter your area code and phone number again.

**Step 7:** When done, **Submit**.

**Step 8:** Review to ensure the number was saved.

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How do I delete or change the emergency phone notification?

**Using the same steps 1 – 4 above.**

**Step 5:** For the UNCW Alert address/phone, click **Current**.

![Table of Emergency Phone Information]

<table>
<thead>
<tr>
<th>UNCW Alert</th>
<th>Phones</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current</td>
<td></td>
</tr>
<tr>
<td>Date: Jan 11, 2018 to (No end date)</td>
<td>Primary: [Redacted]</td>
</tr>
<tr>
<td></td>
<td>UNCW Alert: [Redacted]</td>
</tr>
<tr>
<td>Address: Wilmington, North Carolina New Hanover</td>
<td></td>
</tr>
</tbody>
</table>

**Step 6:** To delete, check the **Delete This Address** checkbox.

To update, change the **Primary Phone Number For This Address** and the UNCW Alert phone number under **Phone Type**.

**Step 7:** When done, **Submit**.

**Step 8:** Review to ensure the number was deleted or updated.