

How to enter/update your emergency notification information

NOTE: This is not the same as updating your Emergency Contacts

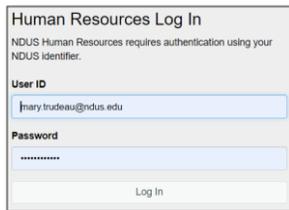
1. Go to the MSU home page at <http://www.mayvillestate.edu/> and click on the SharePoint link in the upper right corner:



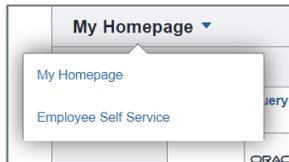
2. Under Office 365 SharePoint, click on **Continue Login**
3. Select the **Employee Self Service** icon



4. Enter your **User ID and Password** \ click **LOG IN** (same as when you log on to your computer)
If you are experiencing problems logging into self-service, contact the NDUS Help Desk at 1-866-457-6387.



5. In the upper left select the **Employee Self Service** from the drop-down menu



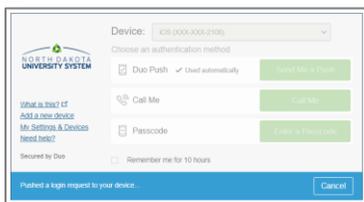
6. Click on **PERSONAL DETAILS**



7. Click on **Contact Details**



8. Follow prompts for **Duo-Authentication**



9. **Contact Details:** Enter/update phone and email information. *Only your MSU office number and campus email should be checked as 'preferred.'* Any unique phone numbers entered will also receive campus alerts/texts. (Use arrows at right to access change screens)

The screenshot shows a user interface for 'Contact Details'. On the left is a navigation menu with options: Addresses, Contact Details (selected), Ethnic Groups, Emergency Contacts, Additional Information, Disability, Veteran Status, and Form I-9. The main content area is divided into two sections: 'Phone' and 'Email'. Each section has a '+' icon to add new entries. The 'Phone' section contains a table with columns: Number, Extension, Type, Preferred, and a right-pointing arrow. The 'Email' section contains a similar table with columns: Email Address, Type, Preferred, and a right-pointing arrow.

Number	Extension	Type	Preferred	
701-788-		Campus	<input checked="" type="checkbox"/>	>
701-430-		Personal Cellular	<input type="checkbox"/>	>
701-788-		Other	<input type="checkbox"/>	>
701-788-		Work	<input type="checkbox"/>	>

Email Address	Type	Preferred	
@mayvillstate.edu	Campus	<input checked="" type="checkbox"/>	>
@mayvillstate.edu	Personal	<input type="checkbox"/>	>

10. **Addresses:** Make updates as needed. The 'Home' address will be used for university mailings.

The screenshot shows a user interface for 'Addresses'. On the left is a navigation menu with options: Addresses (selected), Contact Details, Ethnic Groups, Emergency Contacts, Additional Information, and Disability. The main content area is divided into two sections: 'Home Address' and 'Mailing Address'. Each section has a '+' icon to add new entries. The 'Home Address' section contains a table with columns: Address, Current, and a right-pointing arrow. The 'Mailing Address' section contains a similar table with columns: Address, Current, and a right-pointing arrow.

Home Address	Current	
Mayville, ND 58257-1228 Trail	<input checked="" type="checkbox"/>	>

Mailing Address	Current	
Mayville, ND 58257-1228 Trail	<input checked="" type="checkbox"/>	>

The emergency notification system (ENS) is used by all 11 North Dakota University System colleges and universities to provide timely information and instructions directly to students, faculty, staff and others during emergencies or urgent situations.

Providing a safe campus environment is a top priority. Timely notification of events such as natural disasters and acts of violence will empower students, faculty and staff to take the appropriate steps to protect their safety. The ENS system will also be used to announce weather-related closings.

This is a closed system so your information cannot be used for any other purpose or be seen by anyone else. Please contact Mary Trudeau in the President's Office if you have questions.