Directions for updating phone records and subscriptions for CMU-Alert

Begin by visiting the CMU Alerts landing page

1. In the grey box located on the right side of the screen, click on the “Faculty and Staff Only CMU-Alert Register”.

2. Choose the “Services” tab on the orange line.
   - Look at your phone number. If your carrier is incorrect or set to “Default” you will need to change your record.
   - To change:
     a. Enter new mobile number
     b. Select a Carrier
     c. Click Add SMS
     d. Vendor will send you a Validation Code to your mobile device
     e. Enter the code and click Validate
     f. DELETE old number

3. Choose the “Groups” tab on the orange line.
   Please verify that you are a member of the ECE IT Services Alerts group.