

Updating Red Alert Contact Information

Workday User Guide

Intended Audience: Staff and Faculty

Task: Updating Red Alert Contact Information

Dickinson communicates accurate, timely information to members of the campus community in the event of a crisis, serious crime, emergency or other situations which may impact the safety of the community by utilizing the Red Alert Emergency Notification System. If a disaster or crisis arises, either on or off campus, that, in the judgment of the Chief of the Department of Public Safety or his/her designee, in consultation with other administrators, constitutes an ongoing or immediate threat, a campus wide alert will be issued. In less urgent situations, other forms of communication, such as the college email system, may be utilized.

The college's alert system enables emergency response team members to communicate with students, staff and faculty in minutes by sending a message via several contact methods- including e-mail, text messaging, and cell phones. Red Alert will only be used during emergencies and for system testing.

You are encouraged to enter numbers at which the college can contact you, by voice and text, in case of an on-campus emergency. Updating this information has **NO EFFECT** on your permanent legal address or phone number. It is used solely as a point of contact for college business.

Providing a voice and/or text number will enroll you in Red Alert, the college's emergency notification system. By choosing to receive Red Alert emergency notifications via voice and/or text messaging, you agree to incur any applicable costs from your carrier for receiving these messages. You may un-enroll from Red Alert at any time by either removing the voice and text numbers.

Note: Students and student Workers should continue to update their Red Alert information through the Gateway (until the college is live on Workday Student in 2028).

The success of this service relies on you to provide accurate contact information. To receive emergency alerts from Dickinson Red Alert, please sign up by following these instructions.

1. Navigate to your Workday **Menu** and select **Personal Information** under the **Personal** Dashboard.
2. In the box titled Change, click **Contact Information**.
3. Click **Edit** to add or edit your Red Alert contact information.

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4. Click under the **Phone** section click **Add** to add a new contact method or click the **pencil icon** to edit an existing contact. Under Phone you can add the following Phone Types:
 - a. Red Alert Text
 - b. Red Alert Voice
5. Select the **Check** mark to save the change.
6. Click **Submit** to process the change or click **Save for Later** to come back to the change at another time.

Support: Still have questions?

If you have a problem with your account, please contact [Public Safety](#) for assistance.

For Technical Assistance, please contact the HelpDesk at 717-245-1000 or email helpdesk@dickinson.edu.