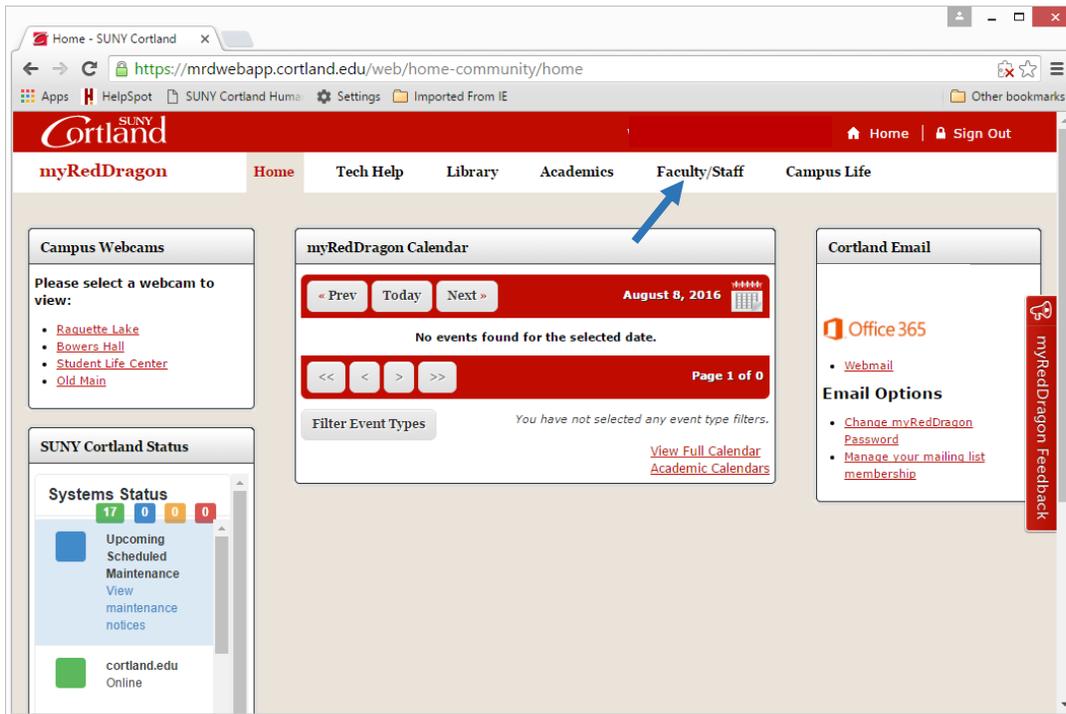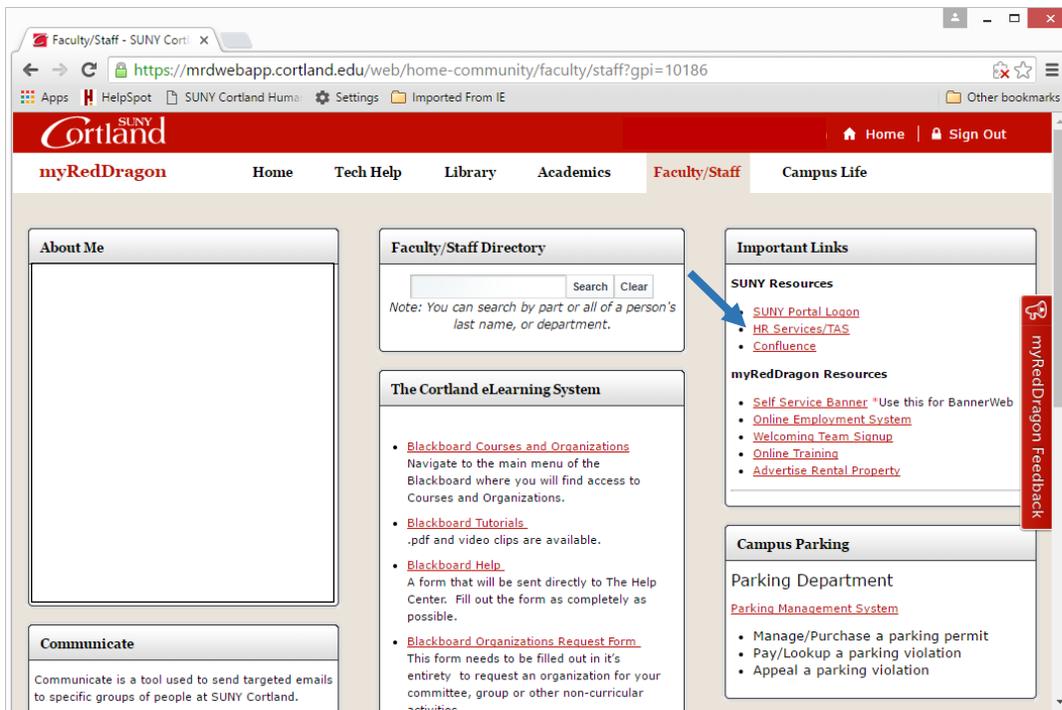How to Maintain My SUNY NY-Alert Contact Information
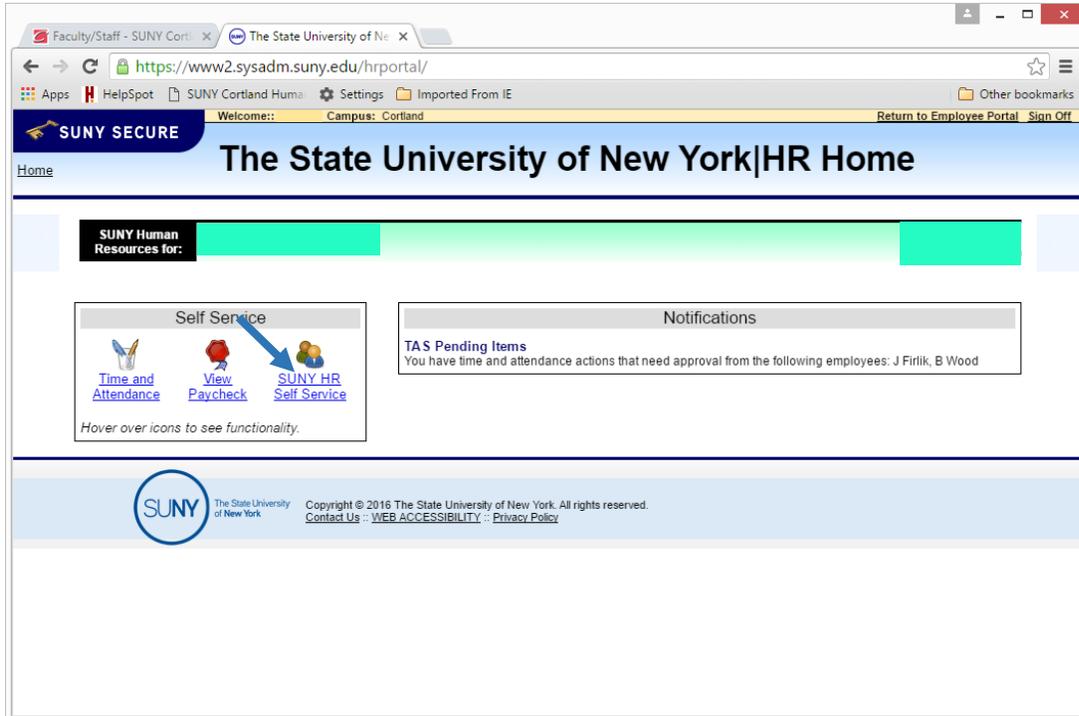
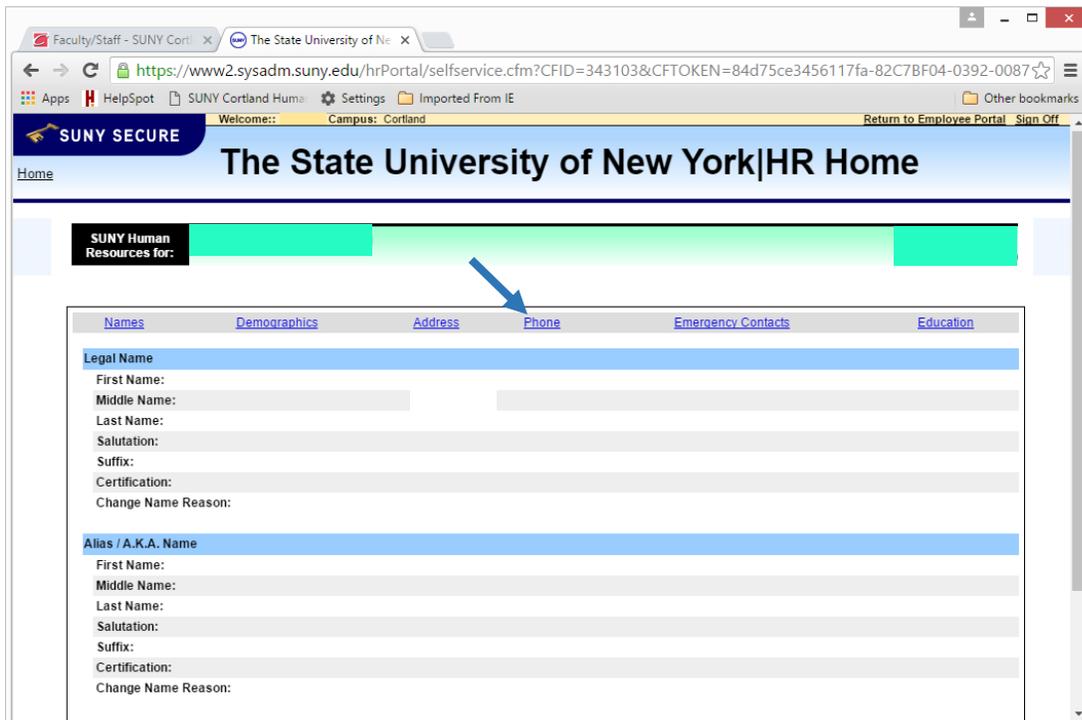1. Log into myRedDragon
2. Select the Faculty/Staff Tab

3. Under Important Links, select HR Services/TAS

4. Under Self Service, select SUNY HR Self Service

5. Enter your Date of Birth for verification

6. You should now see your Human Resource Record
7. Now select the Phone Tab

8. The numbers listed here will be the numbers that will be sent to SUNY NY-Alert
   a. The only Phone numbers going to SUNY NY-Alert will be Cell, Other, Work Phone 2
9. To update a phone record, under select click on the radio button of the phone you wish to update, select Add to add a new number or update to update an existing number
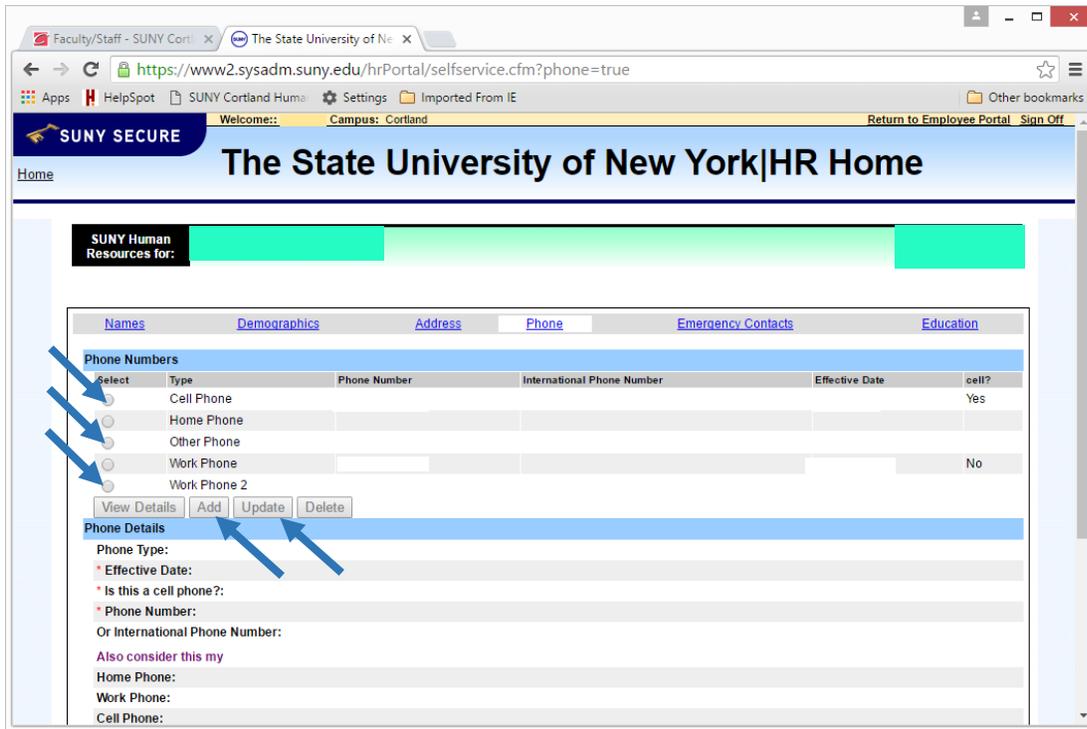
10. Under Phone Details, enter the number you are adding or updating, if this is a cell phone, make sure "Is this a Cell Phone" says "Yes" NOTE: Cell yes will be text message only, Cell no will be a voice call and no text