

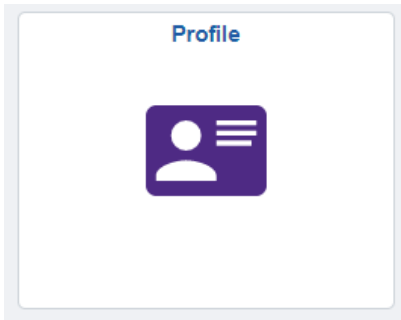
Adding or Updating Emergency SMS (text) Alerts for Students

Step 1 –

Navigate to the [CAESAR](#) login page and login using your NETID and password.

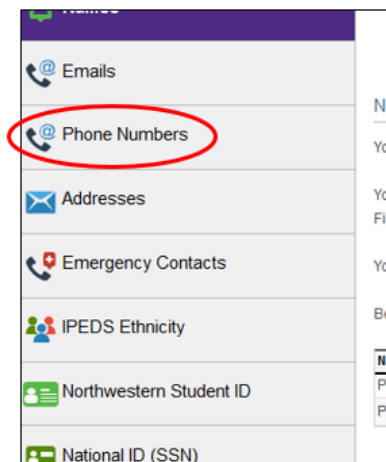
Step 2 –

Click on the **Profile** tile displayed near the top left of your student homepage.



Step 3 –

Click on **Phone Numbers** displayed on the left-hand menu.



Step 4 –

Follow directions on the Phone Numbers page to add, delete or modify a **Phone Type** of **Cellular**. Please be sure to check the “*Use for Emergency Notification*” box, then click the **Save** button to receive SMS (text) emergency alerts.

Phone Type	USA	Int	Telephone	Ext	Use for Emergency Notification	Preferred	
Cellular	<input checked="" type="checkbox"/>		111/222-3333		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Permanent	<input checked="" type="checkbox"/>		111/333-4444		<input type="checkbox"/>	<input type="checkbox"/>	

Your cell phone number must have a **Phone Type** of **Cellular** in order to receive SMS (text) messaging.

Please allow up to 24 hours for your information to update within Rave, Northwestern’s emergency notification system.