

## Pace Alerts System- Managing Contact Info and Preferences in the Mobile App:

This is a step-by-step guide on how to confirm/update your personal contact information and update delivery preferences for the Regroup Emergency Notification system in the Mobile App.

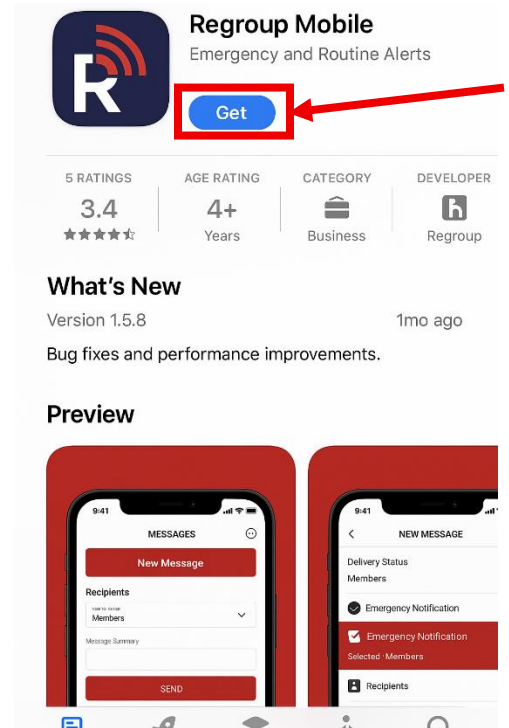
### Downloading the Regroup App

1. Search for “Regroup Mobile” in the AppStore or Google Play store, then tap the “GET” button to download. Or access the QR codes below:

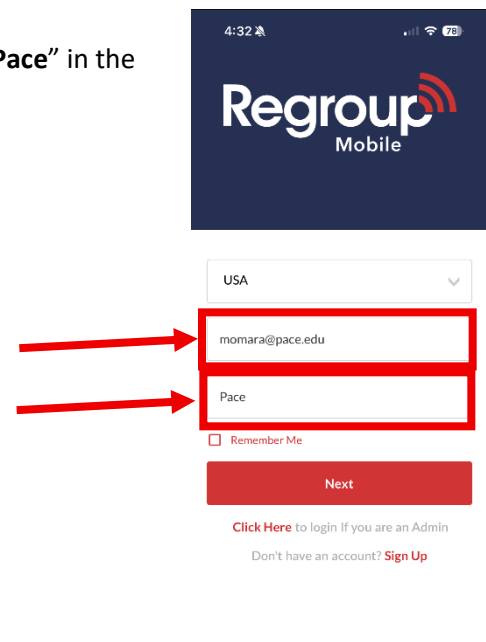
Regroup Mobile download link in **AppStore**:



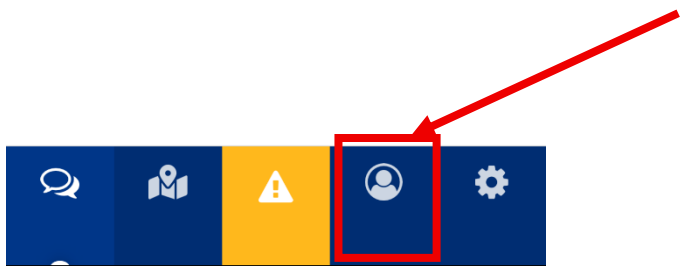
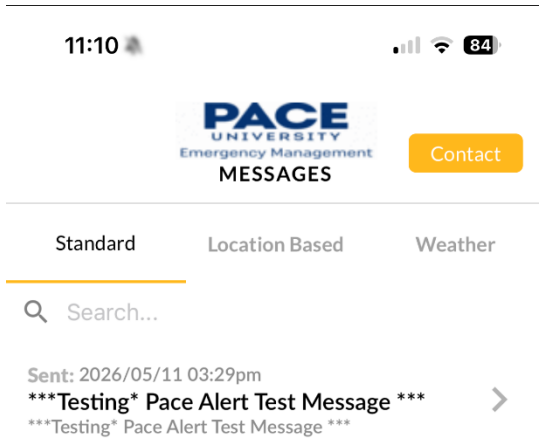
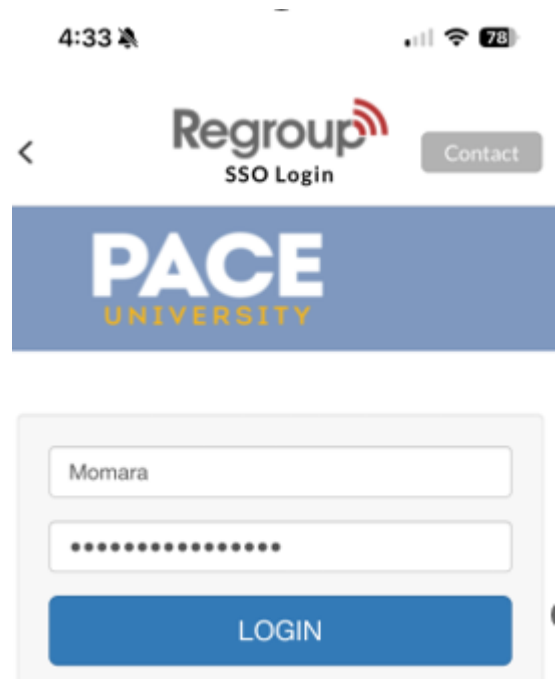
Regroup Mobile download link in **Google Play Store**:



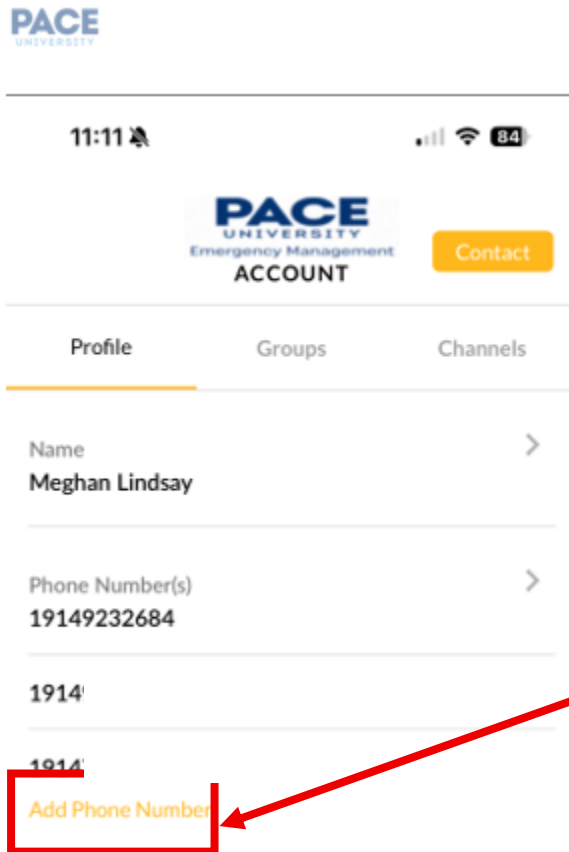
2. Once downloaded, open the app.
3. Enter your email address in the “Email” field provided and enter “Pace” in the “Network” field. Then click on “Next.”



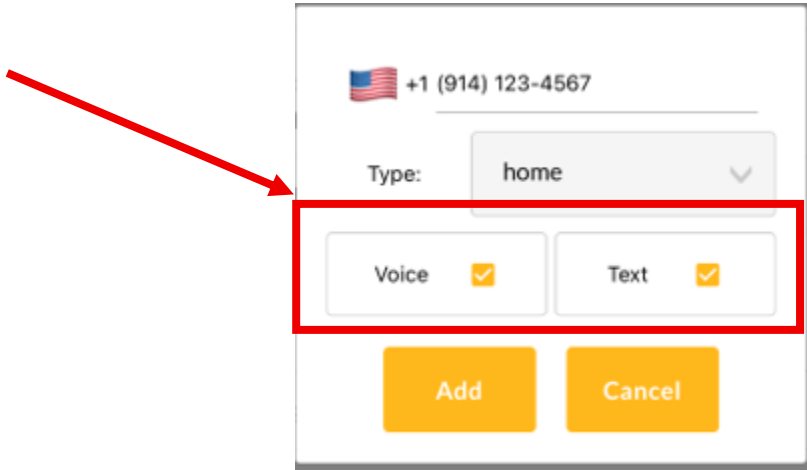
4. **IMPORTANT:** Click on the red “Login Using SSO” button.
5. Login with your Pace Portal credentials. Reminder, your username is not your full email address. It is the name prior to the @pace.edu.
6. Once logged in, you will see recent messages sent. Click on the person icon on the bottom toolbar to view your emergency notification contact and preferences:



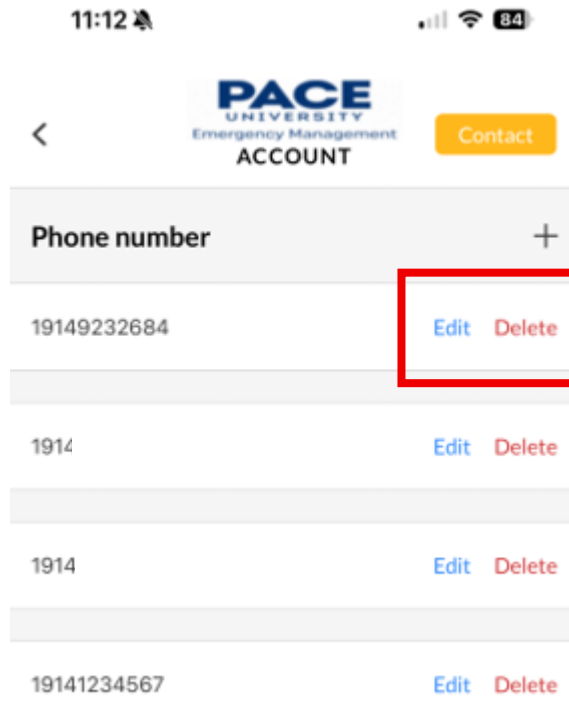
7. Your list of phone numbers and email addresses will be listed on the screen. To add a new phone number for example, click on the **“Add Phone Number”** link:



8. Add the new phone number in the popup box provided and select the boxes to confirm whether you would like to be contacted via **“Voice”** or **“Text”** or both:



9. To edit or remove an existing phone number, go back to the Contact screen and click into the phone number to take action on, You will see an “Edit” Or “Delete” link to make your update:




10. The same steps above apply to email updates. To add a new email address, click on the “Add Email” link:

Email(s) >  
momara@pace.edu

---

test123@gmail.com

**Add Email**



11. Enter the email address and the check **“Allow email?”** to receive messages at this address. Click the **“Add”** button to finish:

testing@gmail.com

---

Allow email?

**Add** **Cancel**

12. To edit or remove an existing email address, go back to the Contact screen and click into the email address to edit. You will see an **“Edit”** Or **“Delete”** link to make your update.

**IMPORTANT:** The system will not allow you to edit or delete your Pace email address.

11:12 📶 84


**PACE**  
UNIVERSITY  
Emergency Management  
ACCOUNT **Contact**

**Email** +

momara@pace.edu Primary **Edit**

test123@gmail.com **Edit Delete**

testing@gmail.com **Edit Delete**



You have now updated your emergency notification contact information and preferences in the Regroup Mobile App.