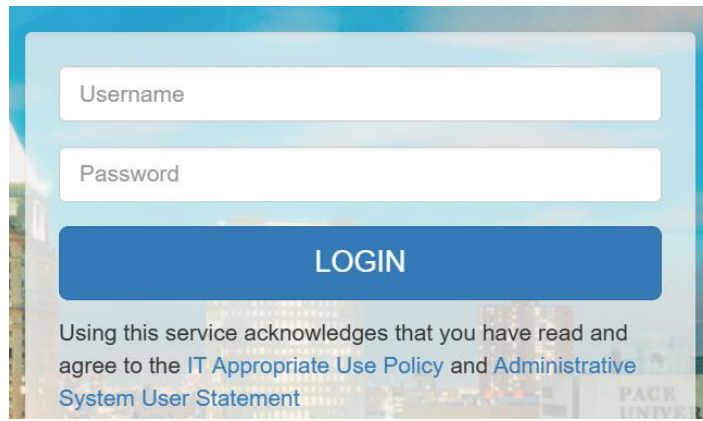


## Pace Alerts System- Managing Contact Info and Preferences in the Mobile App:

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

### Confirming Your Contact Information and Preferences

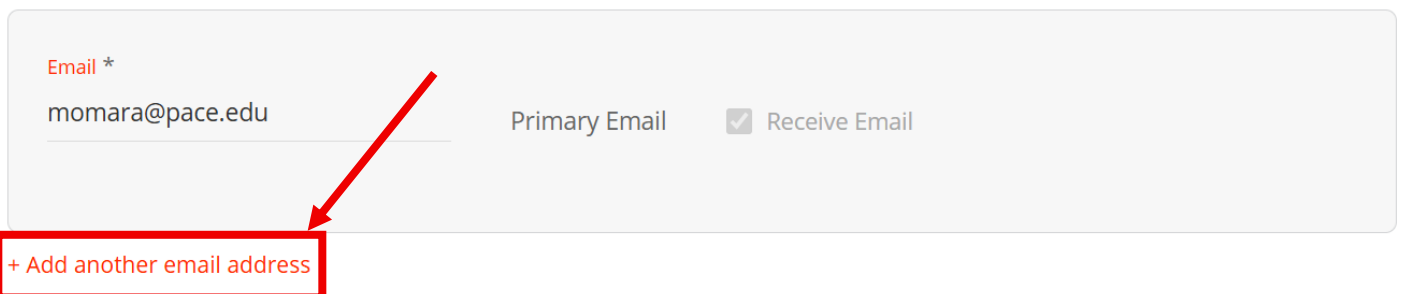
1. To access the Pace Alerts system go to **alert.pace.edu** and login with your Pace Portal credentials:



2. Scroll through the page to update your personal information and your preferences. Any fields that are editable can be updated. **PLEASE NOTE:** your Pace email address and phone number cannot be updated.
3. To add another Email Address, click on the **“+Add another email address”** link:

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#### EMAIL ADDRESS



4. A new row will appear to enter your additional email address. Check the **“Receive Email”** checkbox if you would like to receive emergency notifications at this email address:

Secondary Email Address 1  
test123@gmail.com







Receive Email



If you need to delete the email address, click on the trash can icon to do so.

5. The same update process applies for Phone Numbers. With the addition of selecting whether you would like to receive “**SMS/Text**”, “**Call**” or both. Check one option or both. See below:

**PHONE NUMBERS**

 9149232684	Work	<input checked="" type="checkbox"/> SMS/Text	<input checked="" type="checkbox"/> Call	<input type="checkbox"/> SMS Incapable	
 914 [REDACTED]	Work	<input checked="" type="checkbox"/> SMS/Text	<input checked="" type="checkbox"/> Call	<input type="checkbox"/> SMS Incapable	
 914 [REDACTED]	Cell	<input checked="" type="checkbox"/> SMS/Text	<input checked="" type="checkbox"/> Call	<input type="checkbox"/> SMS Incapable	

+ Add another phone number

**IMPORTANT:** If you do not want to receive messages at any of the email addresses or phone numbers listed, deselect the associated checkboxes on each row. This is possible **ONLY** on personal email addresses and phone numbers that you add, not on your Pace assigned email address or phone number.

Once you have completed your review, click on the “**Continue**” button at the bottom of the screen:

**Continue**

6. No action is required on the “Subscriptions” tab. Click on the “Finish Signup” button to complete the process.

**PACE UNIVERSITY**

Signup to receive Pace Alert notifications

1 Account Setup    2 Personal Information    **3 Subscriptions**

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### My Subscriptions

Channel name ▾	Quiet Hours	Action	Email	Email Frequency	SMS	Call/Voice
No subscriptions found						Show 15 ▾

[Back](#) **Finish Signup**

### Updating Your Contact Information and Preferences

1. To update your profile moving forward, once logged in, click on the “Edit Profile” button located in the upper right of the homepage:

**PACE UNIVERSITY** Emergency Management 🌐 👤

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### Contact Profile

Last Updated : May 28th 2026

<b>First Name</b> Meghan	<b>Last Name</b> Lindsay	<b>Contact Created</b> May 11th 2026	<b>Source Added From</b> Web import
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**EMAIL ADDRESSES**

<b>Primary Email</b> momara@pace.edu	<b>Secondary Email</b> test123@gmail.com
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**Edit Profile**

2. Follow the steps 2-5 outlined above and then click on the “Save Finish” button to complete the update.

**Save Finish**