

Regroup Emergency Alerts: Managing Contact Information and Preferences

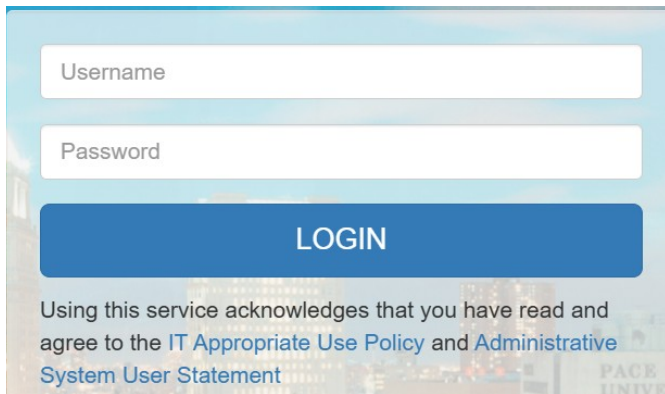
This is a step-by-step guide on how to review or update your personal contact information and update delivery preferences for the Regroup Emergency Notification system.

Confirming Your Contact Information and Preferences

1. Go to alert.pace.edu to access the Pace Alert system
2. Select "CONTACT LOGIN".

CONTACT LOGIN

3. Log in with your Pace credentials.

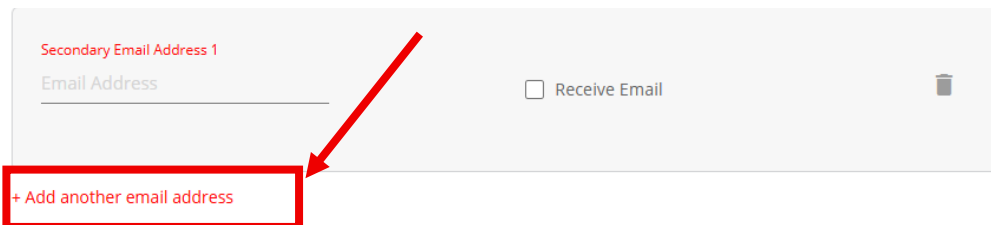


4. Confirm your primary campus. If it is not listed, add **NYC, PLV, or White Plains**. You'll be able to select alerts for multiple campuses on the next page.

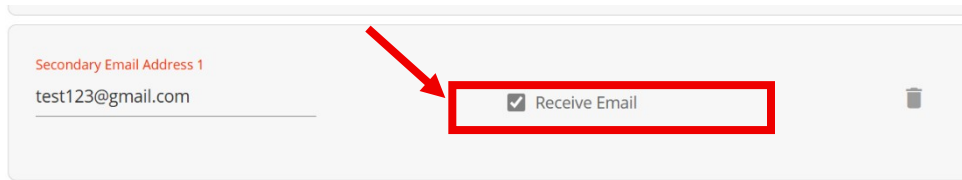
campus *

campus

5. Scroll through the page to update your personal information and your preferences. Review your information and update any editable fields. **PLEASE NOTE: Contact information automatically provided by Pace cannot be edited. You may add and manage additional personal email addresses and phone numbers.**
6. To add another email address, click on the "+Add another email address" text.



7. 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

8. The same process applies to phone numbers. For each number, select **SMS/Text**, **Call**, or both. See below:

PHONE NUMBERS

 Phone Number	Cell	☒ SMS/Text	☒ Call	☐ SMS Incapable	
 Phone Number	Cell	☒ SMS/Text	☒ Call	☐ SMS Incapable	
 Phone Number	Work	☒ SMS/Text	☒ Call	☐ 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.

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

Continue

9. In the “**My Subscriptions**” tab, you are automatically subscribed to Critical All-Campus Alerts “PaceAlertAllCampus”. Select “**Subscribe**” to sign up for campus specific alerts.

My Subscriptions

Channel name ▾	Quiet Hours	Action	Email	Email Frequency	SMS	Call/Voice
PaceAlertAllCampus	Add	Unsubscribe	All Emails ▾	Not s ▾	All Phone Numbers ▾	All Phone Numbers ▾
Displaying 1 subscription						Show 15 ▾

Other Subscriptions

Channel name ▾	Access ▾	Action
PaceAlertHaub	Can Subscribe	Subscribe
PaceAlertNYC	Can Subscribe	Subscribe
PaceAlertPLV	Can Subscribe	Subscribe
Displaying all 3 subscriptions		Show 15 ▾

10. Click on the “**Finish Signup**” button to complete the process.

Finish Signup