



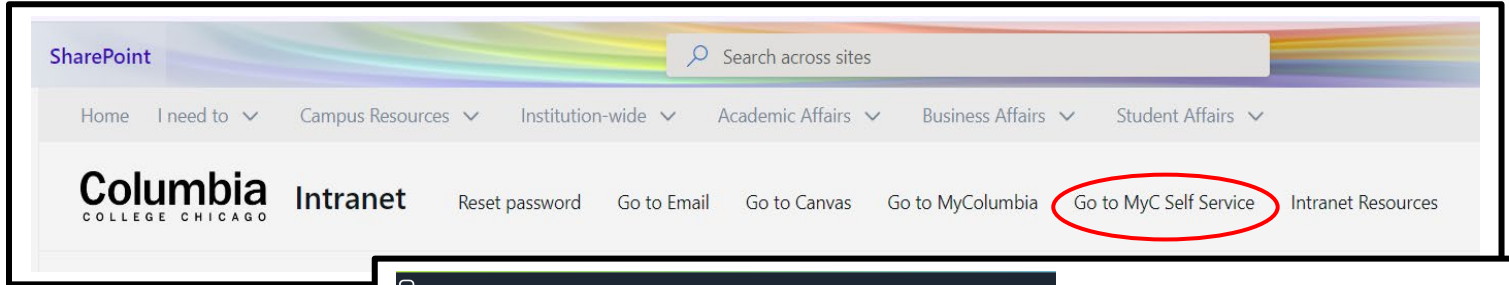
# UPDATING SECURITY NOTIFICATION PREFERENCES EMPLOYEES



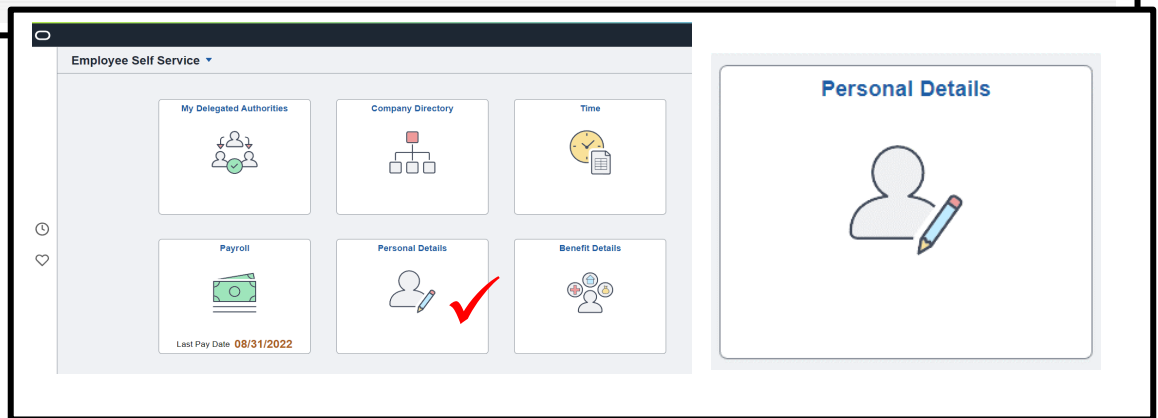
## Go to Intranet

(on campus or using Global Protect if remote)

- Select “Go to **MyC Self Service**”



- Select “**Personal Details**”



- Select “**Contact Details**”, review information for accuracy and update by clicking line item or plus sign to add new info.
  - Select “Yes” for Emergency Use by number(s) where you want to be notified.

Number	Extension	Emergency Use	Preferred	Type
312/369-1234		Y		Business
312/369-1234		Y		Mobile
312/369-1234		Y	✓	Text Message Service

Email Address	Type	Preferred
jdoe@colum.edu	Business	✓

**\*Make sure to also check your preferred method**