



**RHODE ISLAND
COLLEGE**

MyRIC Portal: Emergency Mobile Update

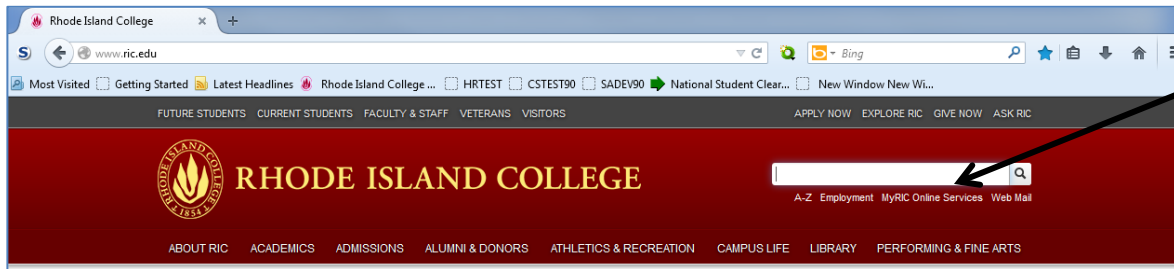
Last Update: November 10, 2014

Please call USS Help Desk 456-8803 for assistance.

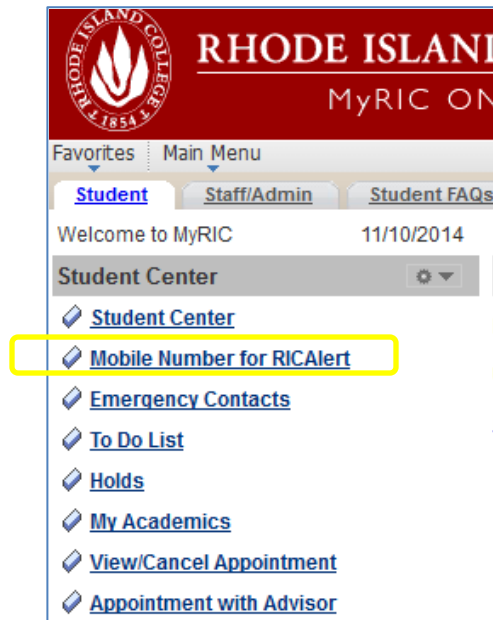
The information contained herein is intended to be used solely by Rhode Island College and its employees.

Emergency Mobile Update

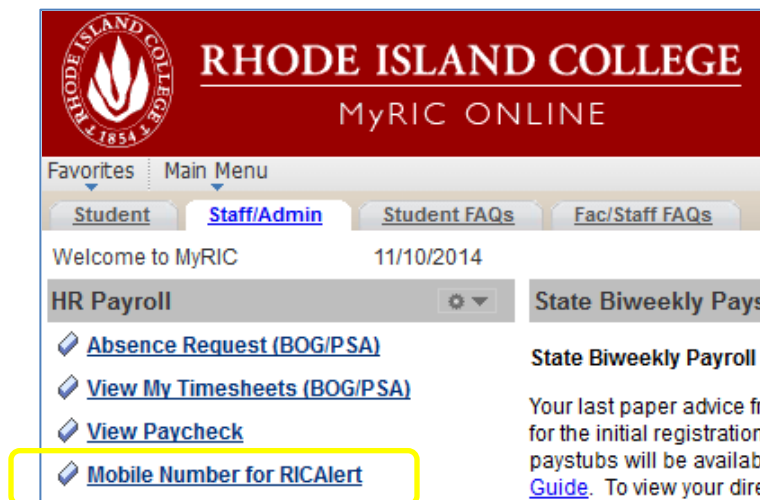
1. Connect to MyRIC. From the RIC homepage, click on the [MyRIC Online Services](#) link.



2. Enter your user ID and password
3. If you are a student, click on the [Mobile Number for RICAlert](#) link found under Student Center on the top left hand column



4. If you are a faculty member and/or staff member, click on the Staff/Admin tab, then click on the [Mobile Number for RICAlert](#) link found under HR Payroll on the top left hand column



Emergency Mobile Update

5. Click the Add a Phone Number button

Personal Information Security

addresses | names | phone numbers | email addresses | emergency contacts | demographic information

Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

*** Your cell phone number will be used by the college RICAlert System for emergency notification purposes.**

*Phone Type	*Telephone	Ext	Country	Preferred	
Home	401/222-3333			<input checked="" type="checkbox"/>	delete

ADD A PHONE NUMBER

SAVE

* Required Field

6. Select Mobile as the phone type and enter your mobile #

*Phone Type	*Telephone	Ext	Country	Preferred	
Home	401/222-3333			<input checked="" type="checkbox"/>	delete
Mobile	4015551212			<input type="checkbox"/>	delete

ADD A PHONE NUMBER

SAVE

7. Click the Save button
8. You will see a confirmation, click OK

Student **Staff/Admin** Student FAQs Fac/Staff FAQs

Phone Numbers

Save Confirmation

The Save was successful.

OK

9. Your mobile # will be used for RICAlert

*** Your cell phone number will be used by the college RICAlert System for emergency notification purposes.**

*Phone Type	*Telephone	Ext	Country	Preferred	
Mobile	401/555-1212			<input type="checkbox"/>	delete
Home	401/222-3333			<input checked="" type="checkbox"/>	delete