



RHODE ISLAND COLLEGE

MyRIC Portal: Emergency Mobile Phone Update

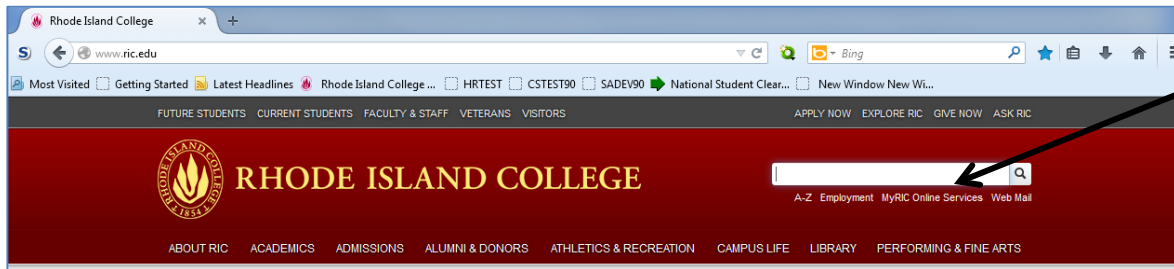
The information
contained herein is
intended to be used
solely by Rhode
Island College and its
employees.

Please call USS Help Desk at 456-8803 for assistance.

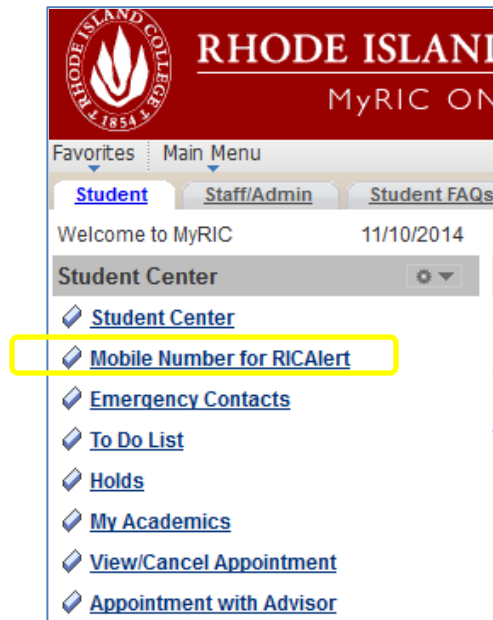
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"NcutWf f cvg<Ugr vgo dgt"36."4238"

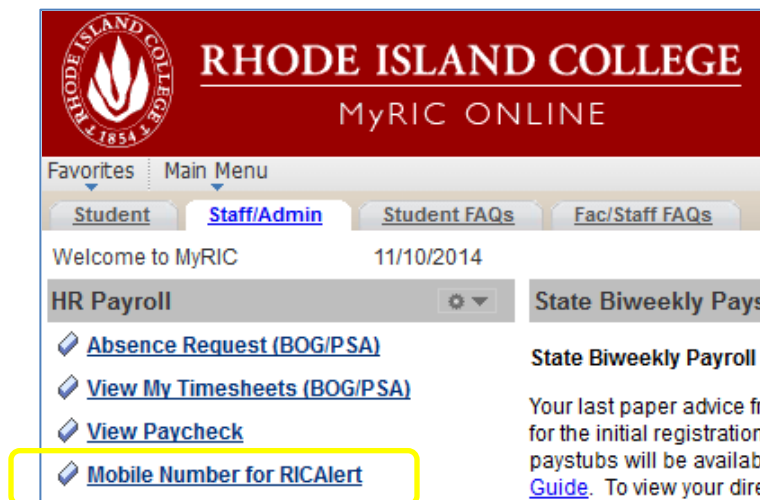
1. Connect to MyRIC. From the RIC homepage, click on the [MyRIC Online Services](#) link.



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



5. Click the Add a Phone Number button. You can enter up to 3 cell phone numbers

Personal Information | Security | Credentials | Participation

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

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 numbers will be used by the college RICAlert System for emergency notification purposes.**

| *Phone Type | *Telephone | Ext | Country | Preferred | |
|----------------|--------------|-----|--------------------------|-------------------------------------|--------|
| Cell Secondary | 401/954-████ | | <input type="checkbox"/> | <input type="checkbox"/> | delete |
| Cell Tertiary | 401/256-████ | | <input type="checkbox"/> | <input type="checkbox"/> | delete |
| Business | 401/456-████ | | <input type="checkbox"/> | <input type="checkbox"/> | delete |
| Cell Primary | 401/829-████ | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | delete |

ADD A PHONE NUMBER


SAVE

6. Select Mobile as the phone type and enter your
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