



## Emergency Text Messaging System

### Add/Update Cell Phone Number – Email Address

To participate in the University's emergency text messaging system UVI students, faculty and staff must have current cell phone and email address information included in the "Personal Information" section of their BanWeb accounts.

To enter or update cell phone and/or email information in your BanWeb account do the following:

- Go to the myCampus portal: <https://mycampus.uvi.edu/>.
- Login with your UVI network "User Name" and "Password".
- Select "BanWeb" from the from the Quick Launch Menu.
- Follow the Main Menu instructions using the "Personal Information" tab or the "Email" and "Cellular Phone Number" links on the opening page.

#### Cell Phone

- Select the "Mobile/Cellular Number" link under the "Phones" heading.
- Add or update your cell phone number under the "Phone Type" heading.
- Select "Mobile/Cellular Number" as the "Phone Type".
- Select the "Submit" button to complete the entry/update.

#### Email Address

- Follow the instructions to add or update email addresses.
- Select the "Submit" button to complete the entry/update.