



UNCSA ALERT ***Instructions*** **For Students &** **Employees**



Police*Communications*
Emergency Management

Included below are instructions for updating your information. A short, concise version is provided and then a longer version with images of the screens for reference if needed.

Instructions for students and employees (short version)

1. Log into E-Z Arts web portal.
 2. Select the **Personal Information** tab.
 3. Select **Emergency Notification (UNCSA Alert) Information** to update contact information or opt-out of receiving alerts to your personal devices.
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Instructions for students and employees (long version)

Step 1: Select the link below and sign in [E-Z Arts](#)

Step 2: Update/add your mobile number and personal email address or opt-out.

Note: Employees will be redirected once a year and students will be redirected every semester (January and July) to update their emergency notification. If you need to change your contact information at any point during the year, select Emergency Notification (UNCSA Alert) Information link under the Personal Information tab on the E-Z Arts landing page.



Please forgive the interruption! We need you to update your emergency notification (UNCSA Alert) information. In the event of a campus emergency, Campus Police will contact students and employees through their UNCSA email addresses and business phones (where applicable).

If you wish, you may also add a personal U.S. mobile phone number and/or email address below to receive emergency alerts. If you do NOT wish to be notified through private email or phone, please check the appropriate Opt out checkbox(es) below.

When updating information, you may leave the existing information in place or simply replace it.

Click Submit when finished. Thank you!

Optional Mobile Phone

Area Code: Phone:

Opt out of phone:

Add/update your mobile phone number or opt-out of receiving alerts to your mobile phone.

Optional Personal Email Address

Email:

Opt out of email:

Add/update your personal email address or opt-out of receiving alerts to your personal email address.

Step 3:



Thank you for providing your yearly UNCSA Alert contact information.

Phone:

Email:

If you need to change your contact information at any point during the year, click on Emergency Notification (UNCSA Alert) Information on the E-Z Arts landing page.

[Return to E-Z Arts](#)

You have successfully completed updating your UNCSA ALERT contact information.

Select Return to E-Z Arts to get to the main menu.