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.
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.

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**Step 3:**

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

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

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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.