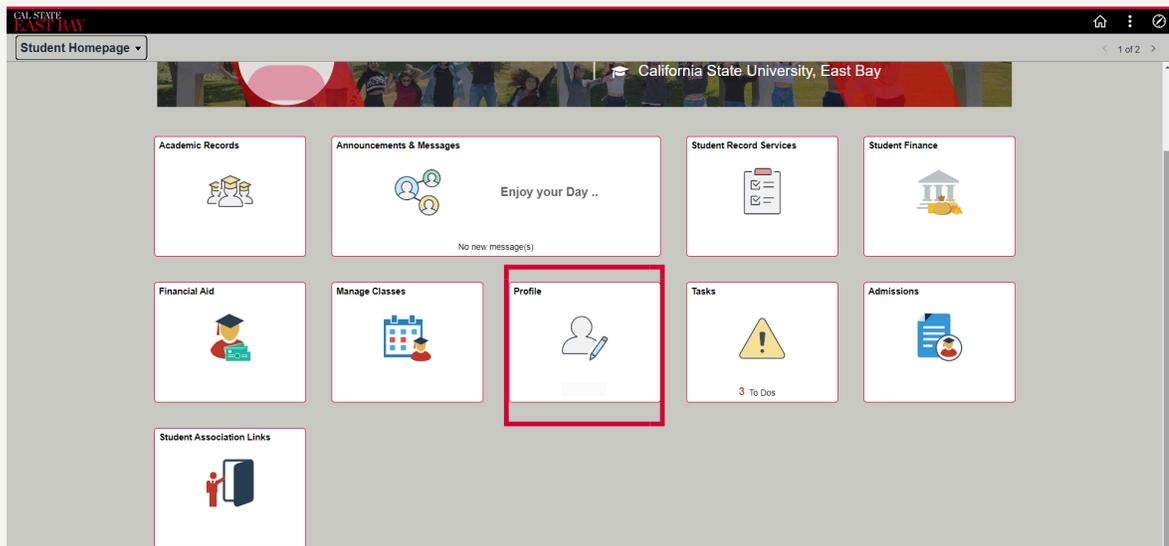
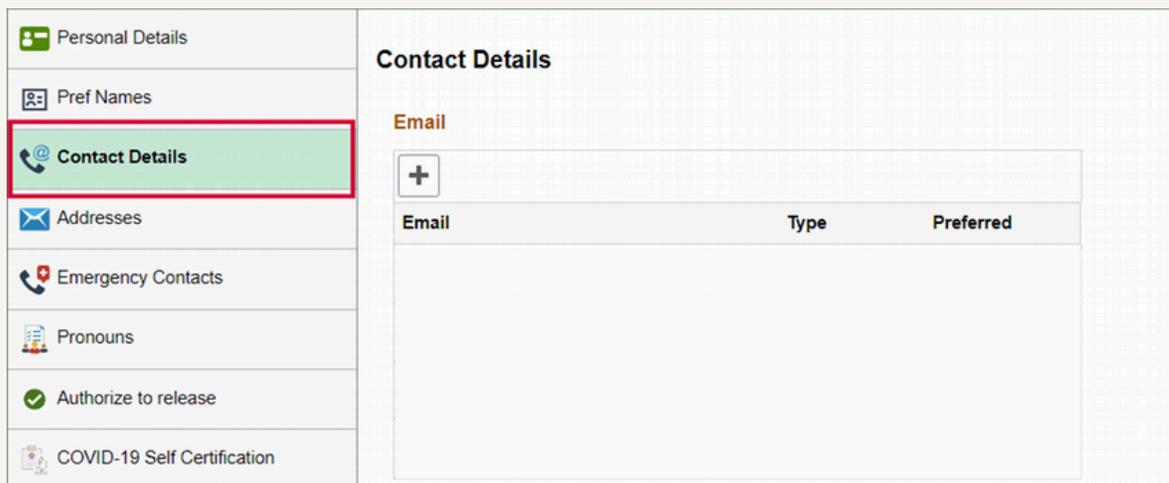


# AlertMe Student Contact Information Update

1. Log into [MyCSUEB](#).
2. Select **Profile**.



3. Select **Contact Details** to update your personal information.



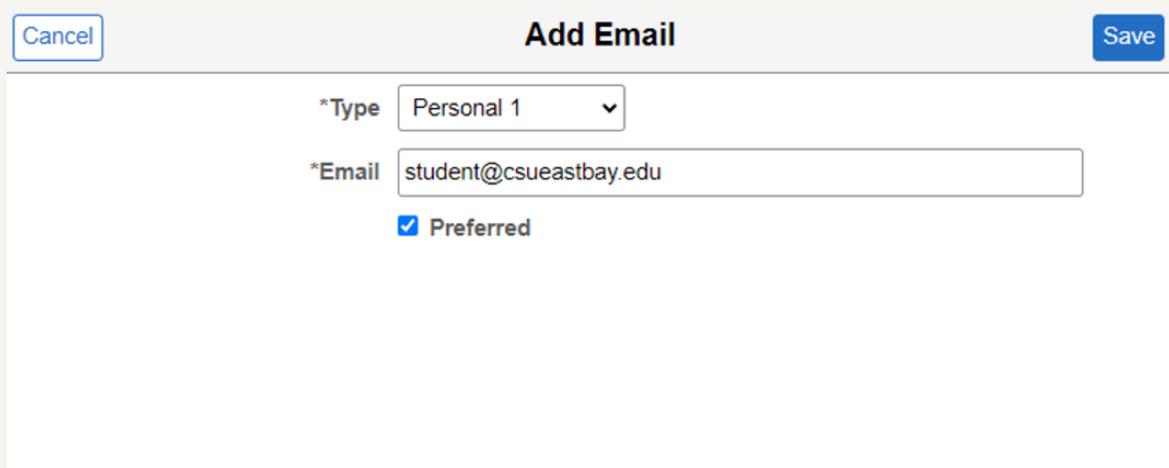
4. The Horizon email address is populated automatically. Select the "plus icon" below **Email** to enter an additional email address.



The screenshot shows the 'Contact Details' page in Horizon. On the left sidebar, 'Contact Details' is selected. The main content area is titled 'Contact Details' and has an 'Email' section. Below the 'Email' header is a plus icon in a square box, which is highlighted with a red rectangle. Below that is a table with one row of email information.

Email	Type	Preferred
student@horizon.csueastbay.edu	Business	✓

5. Select the correct email **Type** and enter your **email address**. Select **Preferred** if this is your preferred contact email. Select **Save** to make the change active.



The screenshot shows the 'Add Email' dialog box. It has a 'Cancel' button on the left and a 'Save' button on the right. The main area contains the following fields:

- \*Type: Personal 1 (dropdown menu)
- \*Email: student@csueastbay.edu (text input field)
- Preferred (checkbox)

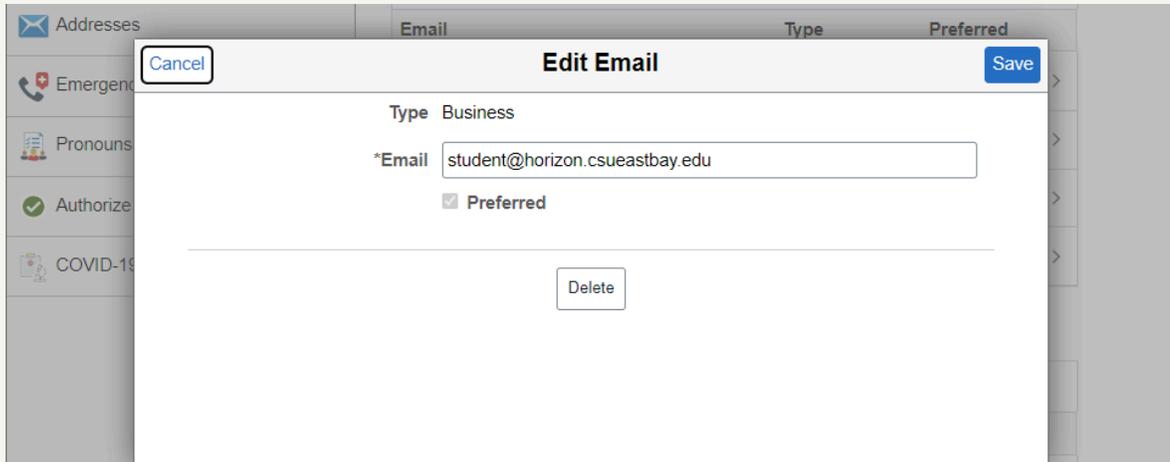
6. To edit an existing email address, select the arrow at the end of the address.



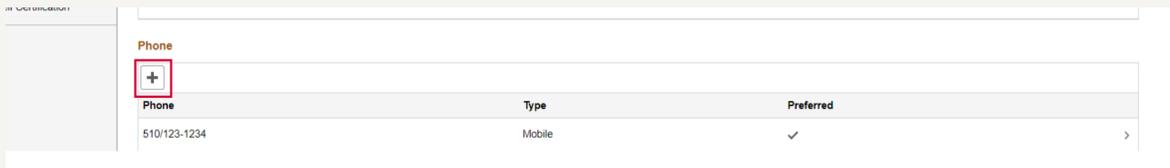
The screenshot shows the 'Contact Details' page in Horizon. The 'Email' section has a plus icon in a square box. Below that is a table with one row of email information. The arrow at the end of the row is highlighted with a red rectangle.

Email	Type	Preferred
student@horizon.csueastbay.edu	Business	✓

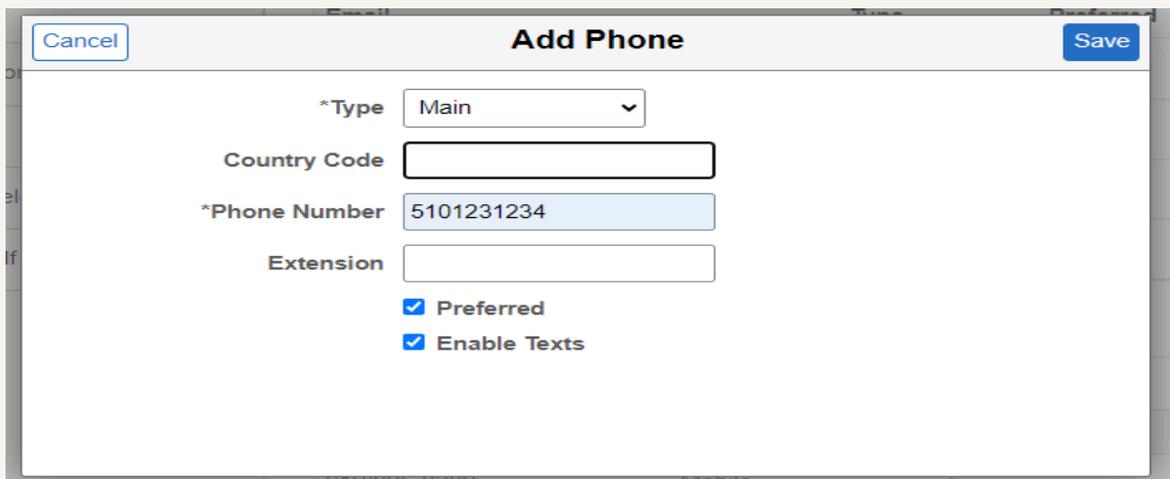
7. Enter the updated email address. Select **Preferred** if this is your preferred contact email. Select **Save** to make the change active.



8. Select the "plus icon" below **Phone** to enter a phone number.



9. Select the correct phone **Type** and enter the **Phone Number**. For *international phone numbers*, you must include the correct Country Code. Select **Preferred** if this is your preferred contact number. To receive text messages, you must enter a mobile phone number. Select **Enable Texts** if this is a mobile phone. Landlines will receive a voice message. Select **Save** to make the change active.



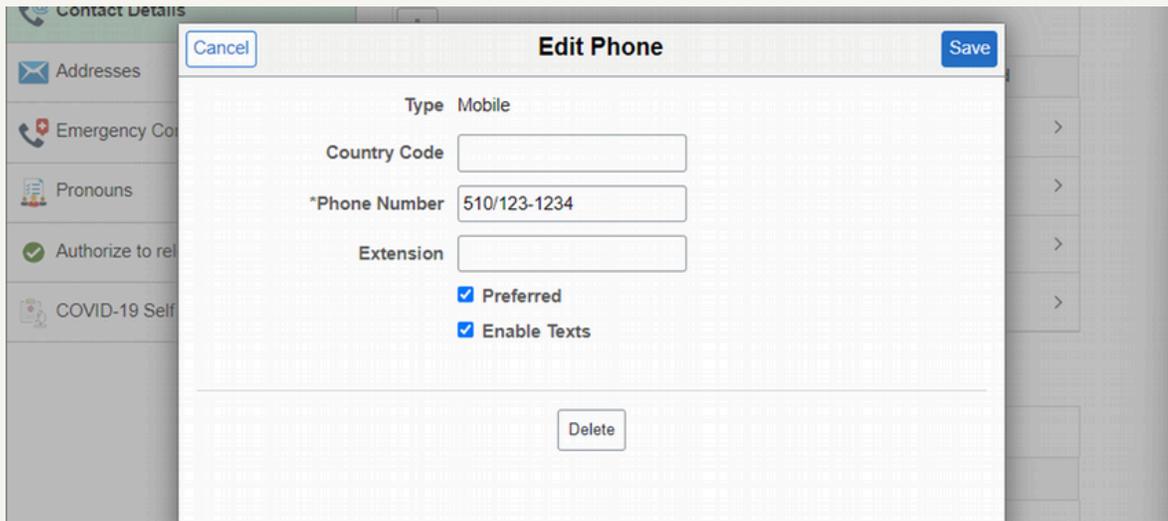
10. To edit an existing phone number, select the arrow at the end of the phone number.



The screenshot shows a table with the following columns: Phone, Type, Preferred, and an edit arrow. The first row contains the phone number 510/123-1234, the type Mobile, and the Preferred checkbox checked. A red rectangular box highlights the edit arrow at the end of the row.

Phone	Type	Preferred	
510/123-1234	Mobile	✓	>

11. Enter the updated information. Select **Preferred** if this is your preferred contact number. Select **Enable Texts** if this is a mobile phone. Select **Save** to make the change active.



The screenshot shows the 'Edit Phone' dialog box with the following fields and options:

- Type: Mobile
- Country Code: [Empty field]
- \*Phone Number: 510/123-1234
- Extension: [Empty field]
- Preferred
- Enable Texts
- Buttons: Cancel, Save, Delete