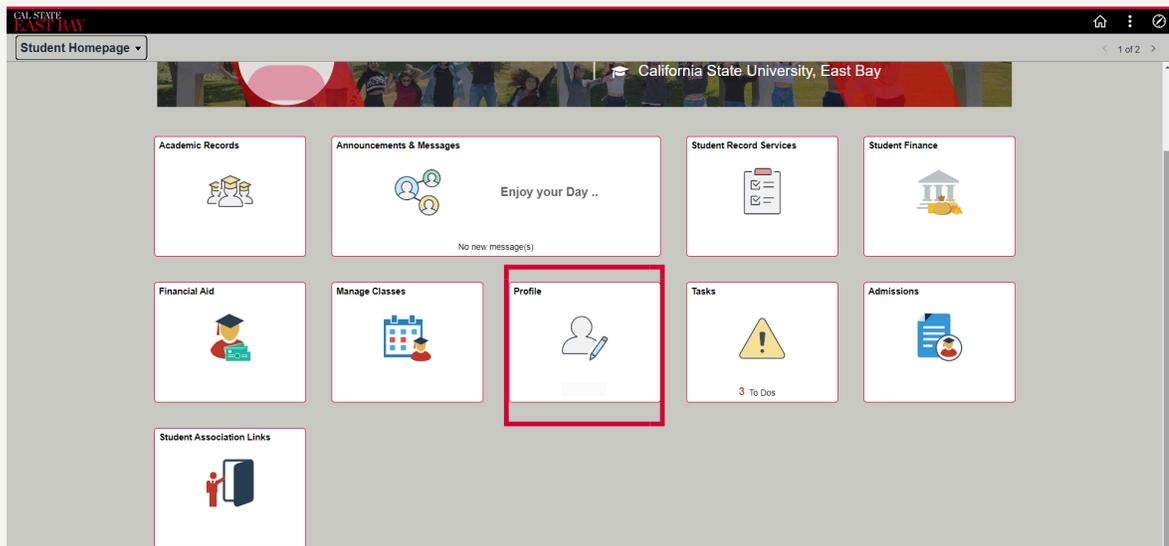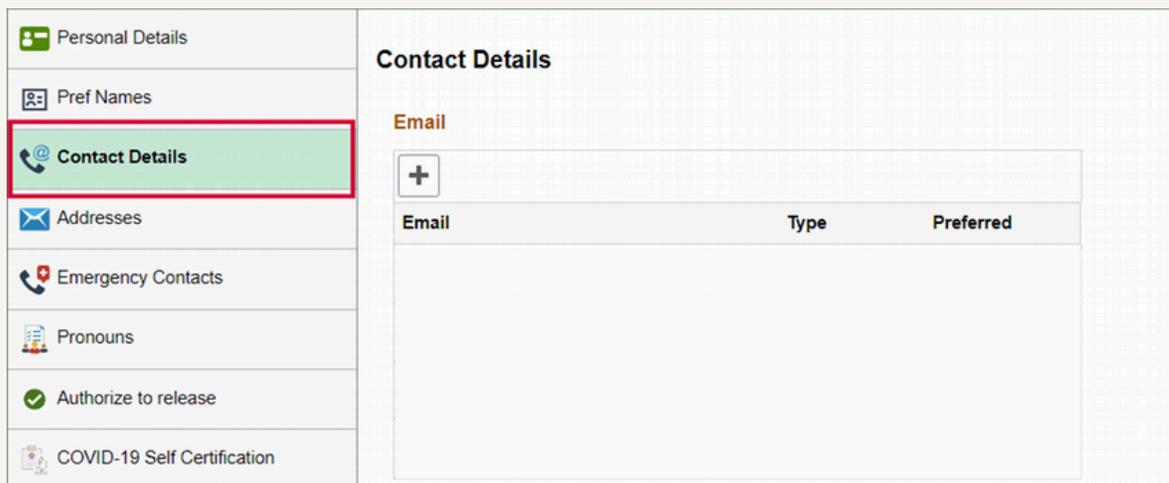# AlertMe Student Contact Information Update

1. Log into MyCSUEB.

2. Select **Profile**.

3. Select **Contact Details** to update your personal information.
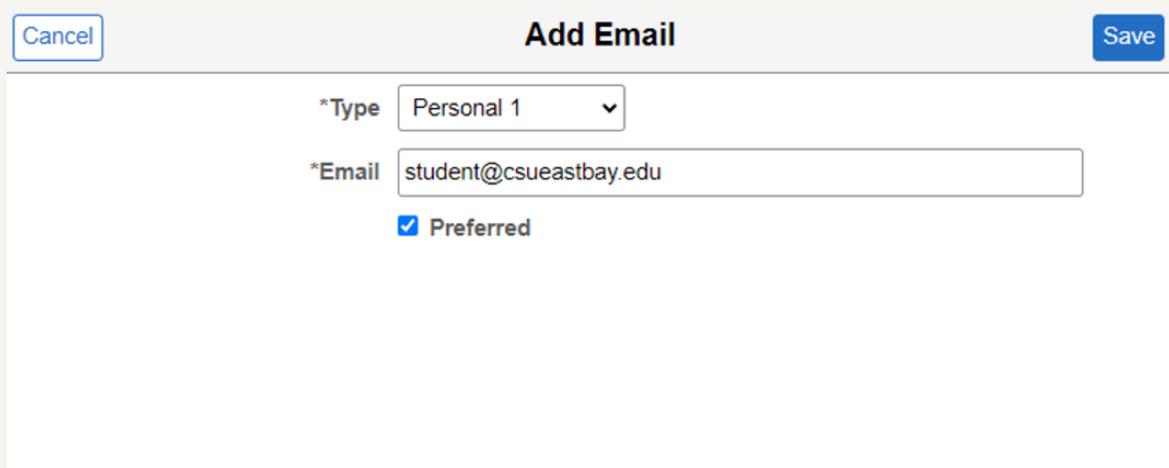
4. The Horizon email address is populated automatically. Select the "plus icon" below **Email** to enter an additional email address.

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.

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

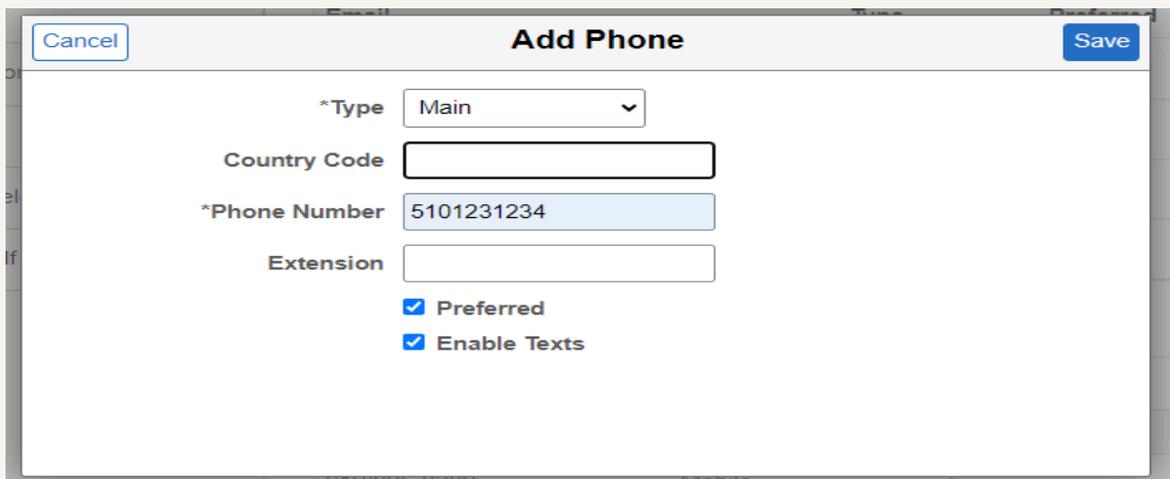7. Enter the updated email address. Select **Preferred** if this is your preferred contact email. Select **Save** to make the change active.
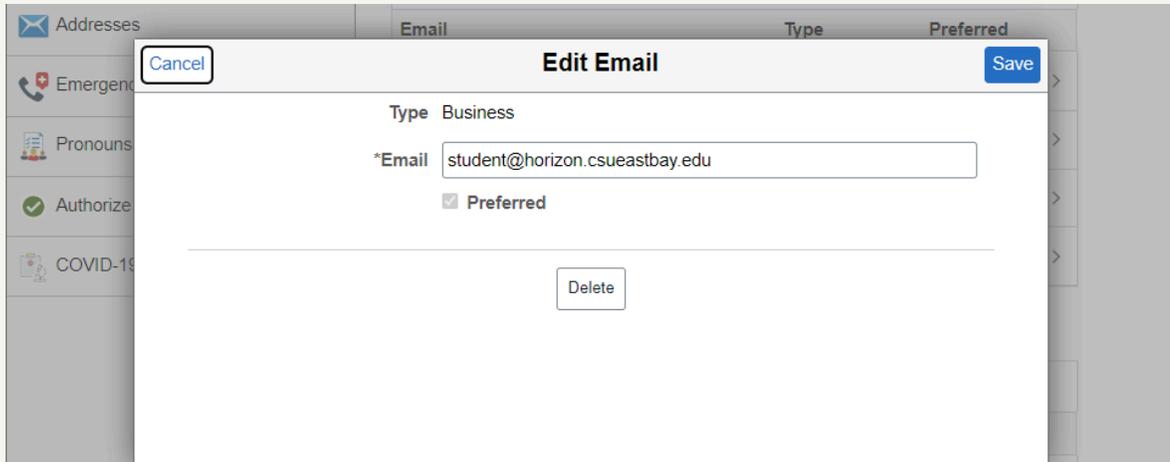
8. Select the "plus icon" below **Phone** to enter a phone number.
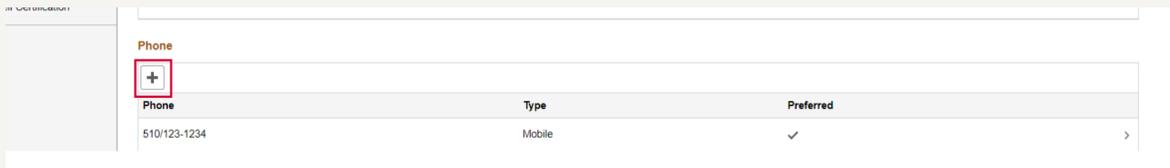
9. Select the correct phone **Type** and enter the **Phone Number**. For *international phone numbers,* you must include the correct Country Code. Select **Preferred** if this is your preferred contact number. To receive text messages, you must enter a mobile phone number. Select **Enable Texts** if this is a mobile phone. Landlines will receive a voice message. Select **Save** to make the change active.
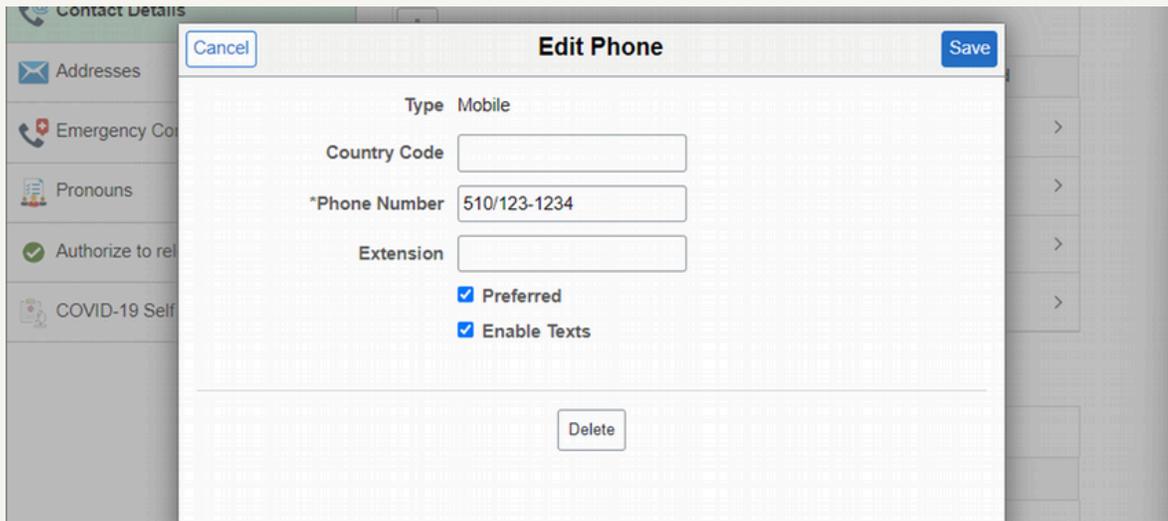
10. To edit an existing phone number, select the arrow at the end of the phone number.

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.