Emergency Alerts without the LiveSafe App

When you are unable to utilize the LifeSafe app on a smartphone, the University provides access to emergency notifications via short message service (SMS) text messages. To receive these alerts, you need to have access to a cell phone and you need to ensure that your contact information is up to date in Treehouse. The following is a step-by-step guide on how to update this information.

**Steps for Updating Personal Alert Information**

A. The first step is to select the “Employee” or “Student” tab in [Treehouse](#), as appropriate.
B. Select “Update Addresses and Phones” from the Personal Information section of the page.
C. Click the “Current” hyperlink under the US Permanent Addresses section of the page.
D. Click on the “Phone Type” section of the page.
E. Update the phone numbers section with **either** a “cell phone” or “emergency cell phone” number. You may choose “unlisted” which will prevent this number from being present in the University directory but will not affect its use in the emergency notices.

F. Click “submit” when the information is updated.
You should then see the address updated with the new information and will be able to receive SMS notifications to your phone.