

## How to Verify Your Number for Emergency Text Messages

UVU is committed to the safety of its campus community and to responding to emergency or disaster incidents in a safe, effective, and timely manner. There are several channels UVU will use to notify students, faculty, and staff of an emergency or incident. These include the main campus public announcement system, digital signage, web alerts, and social media. Two additional methods are UVU's Emergency Information website, found at [www.uvu.info](http://www.uvu.info), and mass emergency text messaging. To receive these emergency text messages, it is important to ensure the text messaging number UVU has on file for you is correct. Follow these steps to verify your information.

### Employees:

Step 1: Log in to [myUVU Workplace](#).

Step 2: Access your settings by clicking on your profile picture on the top bar.

Step 3: When the next page opens, click on "Text Opt-In" under **"UVID"**.

Step 4: Verify the phone number on the next page is correct.

Step 5: Periodically test your ability to receive alerts by clicking on the "Test Your Text Messaging" button at the bottom of the page

### Students:

Step 1: Log in to [myUVU Student](#)

Step 2: Access your settings by clicking on the gear icon located next to your profile picture.

Step 3: When the menu appears, under "Notifications" click on "Text Opt-In".

Step 4: Verify the phone number on the next page is correct.

Step 5: Periodically test your ability to receive alerts by clicking on the "Test Your Text Messaging" button at the bottom of the page.