

Screen 1 – Introductory Message

Student Name

At the start of each term, before you can access your Student Center, please enter, verify and/or update the following **required** information:

- **FERPA Privacy Waiver** (you indicate who can contact specific UConn offices on your behalf)
- **Cellular Phone** (used to contact you in case of emergency; Secondary Cellular also sent to UConnALERT)
- **Email Addresses** (Campus and UConnALERT email address)
- **Current Local Address** (for those not in UConn housing)
- **Emergency Contact** (Individual(s) to be contacted in case of personal health or safety issue)
- **Missing Student Contact** (Individual(s) to be contacted if UConn Police determine you are missing)

UConnALERT is the University of Connecticut's emergency notification system. The information you provide will be used to contact you for University emergency notification and alerting purposes. Email and text message are the two primary forms of communication through UConnALERT.

Screen 2

Phone Numbers Verification

Please provide and/or verify your **Cellular** and **Second Cellular** phone numbers. These will be used to contact you in case of an emergency. By adding these numbers, you will receive **UConnALERT messages** on both devices.

You must also provide your **Off Campus Land Line**, if you have one.

Indicate your preferred phone type by clicking the **Preferred checkbox**.

- If the information below is accurate, click the **SAVE AND CONTINUE** button.
- If changes are needed, then edit/delete the existing information, and/or click the **ADD A PHONE NUMBER** button.
- If you need to change this information in the future, access it via the **Personal Information** section of your Student Center.

*Phone Type	*Telephone	Ext	Preferred	
Mailing and Billing ▼	Phone 1		<input type="checkbox"/>	delete
Business ▼	Phone 2		<input type="checkbox"/>	delete
Cellular ▼	Phone 3		<input checked="" type="checkbox"/>	delete

[ADD A PHONE NUMBER](#)

[SAVE AND CONTINUE](#)

* Required Field

Screen 3

Email Addresses

Below is a list of your email addresses. Please provide, verify and/or update your addresses.

Your **Campus** email address is used to send official UConn correspondence to you.

It is your responsibility to check it frequently.

- If the information below is accurate, click the **Save and Continue** button.
- If changes are needed, then edit/delete the existing info, and/or click the **ADD AN EMAIL ADDRESS** button.
- If you need to change this info in the future, access it via the **Personal Information** section of your Student Center.

Add or Update the **UConnALERT** email type to provide a personal email address that will be used by **UConnALERT** in addition to your **Campus** email address.

Forward Email

*Email Type	*Email Address	Preferred	
Personal	Email 1	<input type="checkbox"/>	delete
UConnALERT	Email 2	<input type="checkbox"/>	delete
Campus	Email 3 (UConn Email; cannot be edited)	<input checked="" type="checkbox"/>	delete

[ADD A PHONE NUMBER](#)

[SAVE AND CONTINUE](#)

* Required Field

Screen 4

Addresses Verification

The system now requires a **Current Local Address Type** (where you reside while attending UConn) in addition to your Mail/Bill type, even if it is the same.

- If the info below is accurate, click the **SAVE AND CONTINUE** button.
- If you do not have a Current Local Address type listed and it is the SAME as your Mail/Bill Address, select the **Current Local same as Mail/Bill** checkbox, and then click the SAVE AND CONTINUE button.
- If you do not have a Current Local Address type listed and it is DIFFERENT than your Mail/Bill Address, click the **ADD A NEW ADDRESS** button, enter the info, and click **OK**. Select the **Current Local Address Type checkbox**, and then click the SAVE button.
- To change existing info, click the **edit** button, enter the info, click **OK**, and then click the **SAVE** button.
- If you need to change this info in the future, access it via the Personal Information section of your Student Center.

[International Students Address Requirements & Instructions](#)

Address Type	Address		
Mail/Bill	123 Any Street, Storrs CT 06269 USA	edit	delete
Current Local	123 Any Street, Storrs CT 06269 USA	edit	delete

[ADD A PHONE NUMBER](#)

[SAVE AND CONTINUE](#)

Screen 5

Emergency Contacts

Your Emergency Contacts listed below will be contacted in the event of a personal health or safety situation.

NOTE: This information will NOT be used for UConnALERT notifications.

To edit the Emergency contact information, click the **Edit** button. To add a contact, click the **Add an Emergency Contact** button.

Primary Contact	Contact Name	Relationship	Phone	Extension	Country	Email Address		
<input checked="" type="checkbox"/>	NAME	Parent/Guardian	860/123-4567		001	None	edit	delete

[ADD AN EMERGENCY CONTACT](#)

[SAVE](#)

Screen 6

Below is a list of your Missing Student contacts.

[Missing Student Notification](#) policy and procedures at the University of Connecticut.

- Federal law requires UConn to request a **Missing Student** contact, someone to notify if UConn Police determine you are missing.
- In the event a student is missing, UConn officials will notify the UConn Police within 24 hours.
- This information is maintained confidentially, is accessible only to authorized campus officials, and is not disclosed except to law enforcement personnel in a missing person investigation.
- For unemancipated students under 18 years old, UConn is required to contact **BOTH** your missing student contact and your parent/guardian(s) within 24 hours of the determination you are missing.

To edit the information for a contact, click the Edit button. To add a contact click the

ADD A MISSING STUDENT CONTACT button.

Note: This information will NOT be used for UConnALERT notifications.

Primary Contact	Contact Name	Relationship	Telephone	Extension	Email Address		
<input checked="" type="checkbox"/>	Name	Parent/Guardian	860/123-4567		None	edit	delete

[ADD A MISSING STUDENT CONTACT](#)

[SAVE](#)

Emergency Contacts Verification

Below is a list of your emergency contacts.

You must provide the name, phone and email address of at least one person to be contacted in the event of a health or safety situation.

This information is for use only in the event of a personal emergency of which the University is aware. Should this occur, notification will be issued to all contacts listed.

- To edit the information for a contact, click the **edit** button.
- To add a contact, click the **ADD AN EMERGENCY CONTACT** button.
- If you have more than one emergency contact, indicate the Primary Contact by selecting that checkbox.

NOTE: This information will NOT be used for UConnALERT notifications.

Primary Contact	Contact Name	Relationship	Phone	Extension	Email Address		
<input checked="" type="checkbox"/>	John Smith	Parent/Guardian	860/123-4567		None	edit	delete

[ADD A PHONE NUMBER](#)

[SAVE AND CONTINUE](#)