Updating Your Contact information in Self Serve
• Log in to self serve
• Click “employee details”
- Choose "Personal Profile"
Click “Update” next to your home address.
- Verify home address
- Enter your Primary Phone number with area code.
- Indicate type: Landline/Mobile
- Please click “yes” to receive emergency messages from Everbridge.
- Use the same process to enter an alternate phone number
- Once done click the “Update” button.

You are all set!