

## How to Manage Your Contact Information in SOU Alert

David Raco - 2024-03-04 - Comments (0) - SOU Emergency Alerts

Southern Oregon University uses an online product called Regroup, which we call **SOU Alert**, to send out emergency alerts and inclement weather notifications. By default, employees' work phones should be enrolled in the system already, but we encourage everyone to enroll their personal phones as well so that you can receive these important alerts wherever you happen to be. This article will show you how to enroll a personal phone number in SOU Alert.

### Warning

Whenever you change your personal phone number, please update your phone record in SOU Alert!

### Step 1 - Access SOU Alert from Okta

Navigate to <https://oka.sou.edu> and look for the SOU Alerts Profile icon in your dashboard of apps. Click it to be taken into Regroup to manage your profile.

### Step 2 - Manage Your Contact Information

On the screen that shows you your Contact Profile in Regroup, you can review your contact information. If you want to make a change, click the Edit Profile button in the top-right corner of the screen.

You can use the “add another email address” and “add another phone number” buttons on the edit screen to add more contact information to your profile. You can edit your existing contact information by clicking within the text fields and modifying them. You can use the trash icons to delete contact information from your profile (Note: You can’t edit or delete your [sou.edu](mailto:sou.edu) email address).

### Warning

Don’t forget to scroll all the way to the bottom of the edit screen and click the **Save Finish** button when you’re done!

### Step 3 - Add the SOU Alert Phone Number to Your Contacts

We recommend that you add the SOU Alert phone number to your phone's contacts so that incoming calls and text messages from the SOU Alert system will show up with a helpful label such as "SOU Alert."

#### Note

The phone number for the SOU Alert system is **(541) 552-7672.**

Adding this phone number to your contacts helps ensure that important messages reach you instead of being blocked as spam.