

# Updating Your Emergency Contact Information - Faculty/Staff

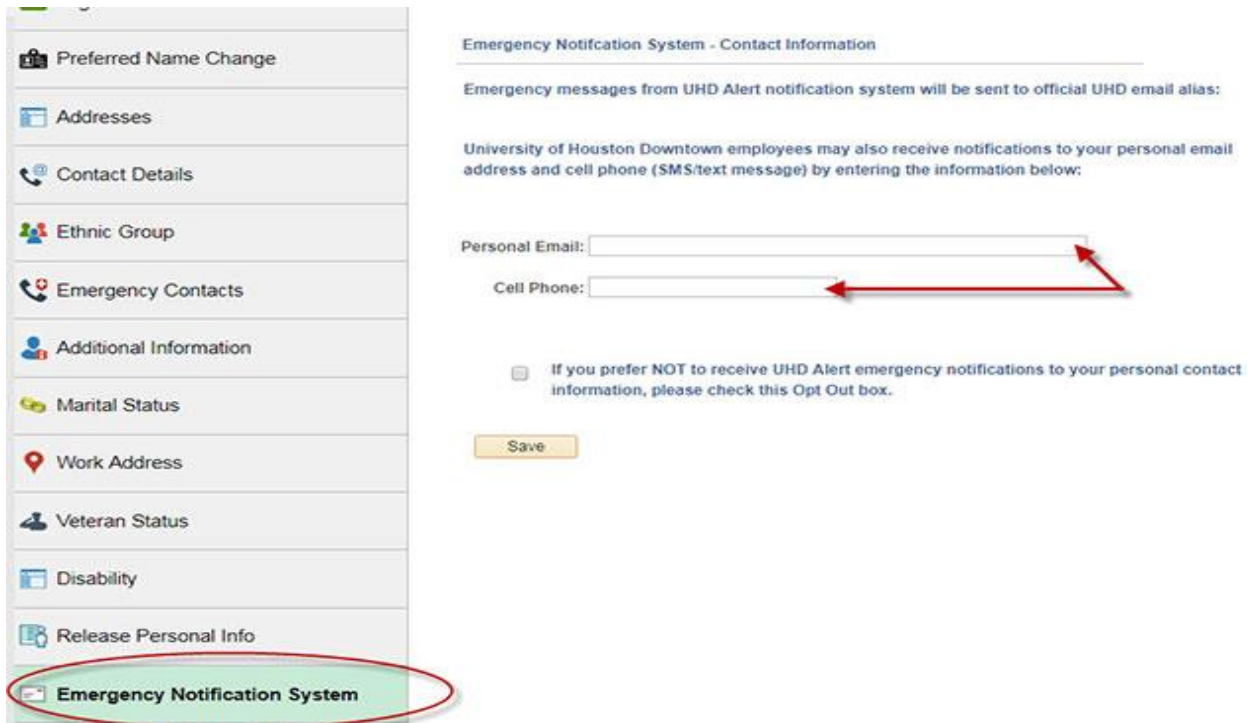
## [Online Instructions](#)

UHD faculty and staff members can update their information by logging into P.A.S.S. Follow these steps:

1. Log into [P.A.S.S.](#)
2. Toggle to **Employee Self Service**
3. Click on **My Personal Info**



4. Click on **Emergency Notification System** on left navigation



Emergency Notification System - Contact Information

Emergency messages from UHD Alert notification system will be sent to official UHD email alias:

University of Houston Downtown employees may also receive notifications to your personal email address and cell phone (SMS/text message) by entering the information below:

Personal Email:

Cell Phone:

If you prefer NOT to receive UHD Alert emergency notifications to your personal contact information, please check this Opt Out box.

5. Review and edit your information as needed
6. Click **Save** if changes were made

Your information will be updated in your PeopleSoft account and UHD's Emergency Notification System within 24 hours.