To receive AlertNIH notifications on your personal devices, you must complete a two-step process in NED. First, update the “Personal Information” page, then opt in on the “AlertNIH Notifications” page. Detailed instructions are provided below. Please note: Personal Contact Information will not be published to the Global Address List (GAL) or to the NED Staff Directory. For technical assistance with NED, please contact the NIH IT Service Desk at (301) 496-HELP or http://itservicedesk.nih.gov.

Warning: After updating your information, if you do not click “Submit” (even after clicking “Continue”), your information WILL NOT be saved.

2. Click “Update My Record” under the Self Service Menu on the left.

3. Click “Edit” next to Personal Information.
4. Verify and/or add Personal Contact Information.
   a. Recommended minimum information:
      i. Alternate email
      ii. Personal Mobile
      iii. Home Phone
      iv. Emergency Contact information

5. Check (and uncheck if necessary) the “*I Agree” checkbox at the bottom.

6. Click “Continue”, and you will be taken back to the Overall Summary Page.
   
   **WARNING:** Even after clicking “Continue”, your information has NOT been saved!

7. Scroll down to the Work Information section.

8. Click “Edit”.

9. Verify and/or add the following Contact Information:
   a. Work Email
   b. Work Phone
   c. Work Mobile Phone
   d. Building Information

10. Click “Continue”, and you will be taken back to the Overall Summary Page.
    
    **WARNING:** Even after clicking “Continue”, your information has NOT been saved!
11. Scroll down to the bottom of the screen to the AlertNIH Notifications section.
12. Click “Edit”.

13. To opt into AlertNIH notifications, click to highlight your available Personal Contact Information in the left box, then click the top arrows “>>” to move your information to the box on the right with the green checkmark.
   
   Note: You may move all contact options at once by holding down the control key while clicking each contact method.

14. Click “Continue”, and you will be taken back to the Overall Summary Page.

   **WARNING:** Even after clicking “Continue”, your information has NOT been saved!
15. You have reached the Summary page: Verify all information is accurate.
16. Click “Submit” in either the top-right or bottom-right corner of the summary page.
17. Once you have been returned to the Welcome page, your information has been saved.

18. It is a best practice to click on Update My Record once more to verify your changes were saved.