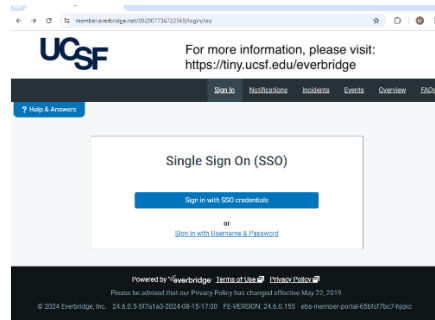
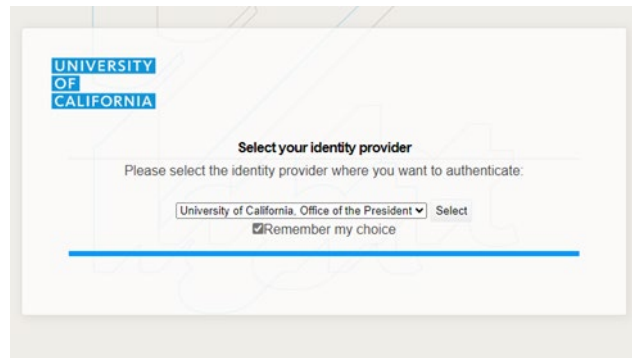


## UCOP Alert Phone Registration Instructions

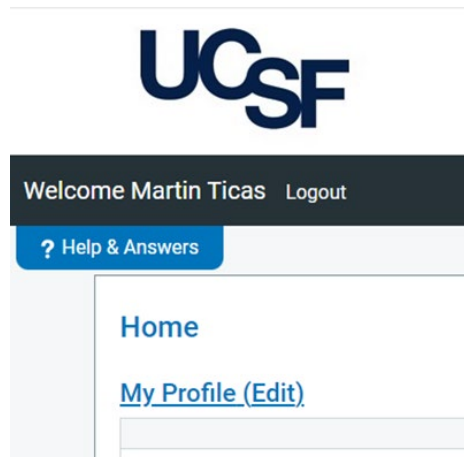
1. To start the registration process, select this link [UCOP Alert Cell Phone Registration](#) and sign in with SSO credentials.



2. On the next page, under Select your identity provider, use the dropdown to choose **University of California, Office of the President**, then click **Select**.



3. Enter your single sign-on credentials as you would in any other UCOP application.
4. If you receive a DUO push to your cellphone, follow the verification process.
5. Select the **My Profile (Edit)** link in the page's upper left corner.



## UCOP Alert Phone Registration Instructions

5. Enter your cellphone number in the **Personal Cell SMS Number** field to receive text messages. Enter your cellphone number in the **Personal Cell** field to receive voice alerts. If your work phone number is listed, make sure that it is in the appropriate field. You cannot receive SMS messages at your work number.

Contact Information

To receive notifications, select the checkbox for each form of contact.

Personal Cell SMS  Receive Notifications

Country / Region: United States Personal Cell SMS Number: +1 510 414 2890

[Add Quiet Time](#)

Work Email  Receive Notifications

Work Email: Martin.Ticas@ucop.edu

[Add Quiet Time](#)

Personal Cell  Receive Notifications

Country / Region: United States Personal Cell Number: +1 510 414 2890

[Add Quiet Time](#)

Work Cell SMS  Receive Notifications

Country / Region: United States Work Cell SMS Number:

Work Cell Phone  Receive Notifications

6. Once you have entered your cellphone number, select the blue **Save** button at the bottom of the page. You may have to scroll down to see it.

**Please Note**

By submitting, you agree to receive text messages from Everbridge on the alerts you specify. Message frequency may vary. Message and data rates may apply. Reply HELP for help, STOP to opt out.

Cancel Save

7. When your information has been successfully saved, you will see a green pop-up message that says **Success: My profile saved successfully.**

### My Profile

Profile information will help us customize the notifications we deliver to you.

All fields marked with \* are required.

**Success**

My Profile saved successfully.

8. You have completed the registration process.