

## Adding, Editing and/or Removing Emergency Notification Phone Numbers on CAESAR

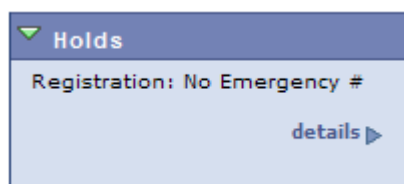
The **Phone Numbers** section on CAESAR allows you to manage your phone numbers and designate your cell and/or current phone numbers as **Emergency Notification** numbers. From this page you can add, edit and delete these numbers.

In times of an emergency on campus, it may be necessary for us to contact you quickly. In the event of such an emergency, a recorded message will be sent to each of the numbers that you have designated to be used for emergency notification. This information is used in the rarest of occasions, but it is important. Please review this information every time you register to make sure it is accurate. **[Note:** Emergency *Notification* numbers are different from Emergency *Contact* numbers. Emergency Contact numbers are used in times of emergency when it may be necessary for us to know who can make medical decisions on your behalf. Emergency contact numbers can be updated by *clicking* on the Emergency Contact link located in the Personal Information section near the bottom of the Student Center on CAESAR. For further information, refer to separate instructions for updating Emergency Contact numbers.]

### Section 1 How to remove a “Registration: No Emergency #” Hold from your record.

**Step 1** Navigate to the CAESAR homepage, <http://www.northwestern.edu/caesar/>, and Sign In using your NetID and password. The **Student Center** appears

If a Registration Hold appears on your record displaying the following message: “**Registration: No Emergency #**”, you will need to designate at least one telephone number as an emergency notification number.



(For additional information you can click on the “[details](#)” link and the “Your Holds” page will appear. From there, you can click on the [Registration: No Emergency #](#) link and the “Your Holds, Hold Item” page will appear.)

**This hold will be removed immediately when you save at least one emergency notification phone number.**

When the hold is removed, you will receive an email notification. The email subject line will read: **Removal of Your Registration Hold.**

The email text will read as follows: **Thank you for designating your emergency notification phone number(s). Your registration hold has been removed. Please keep this number up to date, as it may be used to contact you in the event of a campus emergency.**

**Step 2** Follow steps 2-11 in Section 2 below to enter and/or designate a telephone number(s) as an emergency notification number(s) or follow steps 2-5 in Section 3 below to designate an existing telephone number as an emergency notification number. **[Note: after you designate an emergency notification number and return to the student center, you may need to refresh your browser page for the hold to visually disappear off of the student center page.]**

### Section 2 Adding an Emergency Notification Phone Number:

In the following example the student already has a Permanent and Current (local) telephone number on record in CAESAR. The Current (local) telephone is also designated as an Emergency Notification number. We will now show you how to add an additional telephone number (the student’s cellular number) and designate it as an Emergency Notification number.

**Step 1** Navigate to the CAESAR homepage, <http://www.northwestern.edu/caesar/>, and Sign In using your NetID and password. The **Student Center** appears.



**Step 2** From the Menu navigate to: *Personal Portfolio > My Phone Numbers*. The **Phone Numbers** page appears.



### Phone Numbers

Select a 'Phone Type' for each phone number entered below.

Designate at least one phone as your Emergency Notification Number by selecting the checkbox next to the correct number.

You may designate Cellular and/or Current (local) numbers as Emergency Notification Numbers, both of which may be used to reach you in the event of a campus emergency.

Specify your primary contact number to be used for regular university business by selecting the 'Preferred' checkbox.

*Phone Type	Telephone	Ext	Use for Emergency Notification	Preferred	
Current <input type="button" value="v"/>	<input type="text" value="847/123-4567"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="delete"/>
Permanent <input type="button" value="v"/>	<input type="text" value="954/456-7890"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="delete"/>

\* Required Field

**Step 3** To **add** an emergency notification number press the  button. A new blank row appears below the phone numbers.

**Step 4** Select a **Phone Type** from the drop-down menu provided. [Note: only Cell and Current telephone numbers can be designated as emergency notification numbers.]

**Step 5** Enter a telephone number in the **Telephone** field.

**Step 6** Enter a telephone number extension in the **Ext** field (if appropriate).

**Step 7** To indicate that your cell number and/or your current/ (local) telephone number(s) should be used for emergency notification in the event of an on campus emergency, click on the checkbox provided in the **Use for Emergency Notification** column next to the phone number(s) you wish to use for emergency notification purposes.

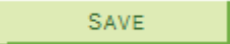

**Step 8** To designate a telephone number as a "Preferred" contact number make sure to click on the checkbox in the **Preferred** column. [Note: the Preferred designation will specify which number should be used for regular university business.]

**Step 9** To enter additional **Telephone Numbers** press the  button, select the Phone Type from the drop-down menu provided and repeat steps 4 through 8 above.


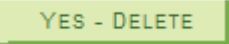
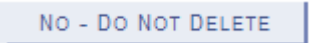
**Step 10** To complete the process, press the  button. If the save is successful you will get a message stating "Save Confirmation; The Save was successful."

**Step 11** Press .

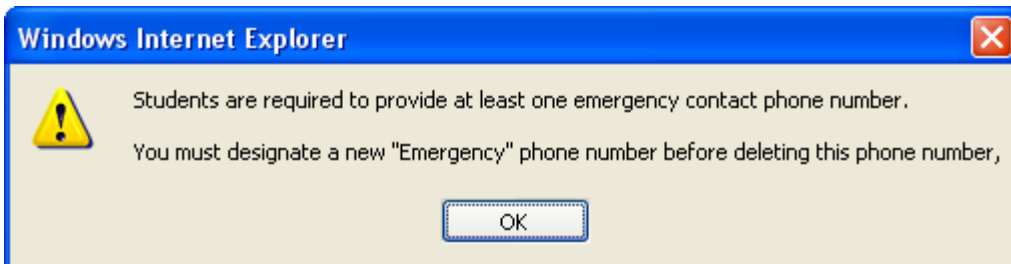
### Section 3 Editing an Emergency Notification number:

- Step 1** Follow steps one and two in section 1 above to login to CAESAR and open the **Phone Numbers** page.
- Step 2** To **edit** a telephone number type the new number in the existing field for the number you wish to modify.
- Step 3** Check (or uncheck if appropriate) the checkbox provided in the **Use for Emergency Notification** column next to the phone number you wish to designate as an emergency notification number.
- Step 4** Press the  button to save your modifications. If the save is successful you will get a message stating "Save Confirmation; The Save was successful."
- Step 5** Press .

### Section 4 Deleting an Emergency Notification number:

- Step 1** Follow steps one and two in section 1 above to login to CAESAR and open the **Phone Numbers** page.
- Step 2** To **delete** a phone number press the  button next to the phone number you wish to delete. The Delete Confirmation message appears.
- Step 3** To delete the phone number press the  button. To cancel the delete, press the  button.

**Note: you will receive the error below if you attempt to delete the only phone number designated as an Emergency Notification number. If you receive this error message, click OK. When you return to the phone numbers page you will need to add or edit a telephone number and designate it as your Emergency Notification number prior to deleting the phone number you initially attempted to delete.**



To ensure account security, when you have completed your transaction, from top right of the **CAESAR banner**, *click Sign out* to close your session and then quit your browser. **For more information about using these and other CAESAR functions, please see the online help available from <http://www.northwestern.edu/caesar/help/>. If you need further assistance, please contact the IT Information Center helpdesk located at 1800 Sherman Avenue, at 847-491-HELP or [caesar@northwestern.edu](mailto:caesar@northwestern.edu).**