Emergency Contacts Everbridge/AlertVU (All Employees)

The Everbridge/AlertVU system at VUMC is how you are notified in case of an emergency on campus. Workday allows you to opt-in to the system and determine how you want to be notified in case of an emergency. It is always important to keep this information up to date. If this information changes at any time, please be sure to update it within Workday as soon as possible. Please follow the steps below to complete the process.

Emergency Contacts Everbridge/AlertVU (All Employees)

From your Workday homepage:

1. Select the **Actions** button.

2. Select **Additional Data**.

3. Select **Edit Effective-Dated Custom Object.**

4. Select the **Effective Date,** and then select **OK**.

5. Select **Complete Questionnaire**.

6. Select **Everbridge Emergency Contact Information** and then select **Submit**.

7. Select **Edit Additional Data**.

8. Select which areas you want to **Opt-In** for alerts.

9. Select **Submit**.

Sue Shi (01234567)
Learning Consultant
(1) Actions
Email   Team

(2) Additional Data   (3) Edit Effective-Dated Custom Object
Award   View All
Workday Account   View All As Of

Effective Date * 03/21/2023
(4) OK   Cancel

(5) Complete Questionnaire

VMG Participant or Job History
Please choose what you would like to edit. (Required)
(6) ● Everbridge Emergency Contact Information
    ○ Job History
Submit   Save for Later   Cancel

(7) Edit Additional Data

2 Everbridge - Alert VU Opt-In
(8) AlertVU Phone Call (Telephone)   ☐
    AlertVU Text Message (Mobile)   ☐
    Non-Emergency Phone Call (Telephone)   ☐
    Non-Emergency Text Message (Mobile)   ☐
(9) Submit   Cancel