How to update CougarAlert emergency contact information in MyCharleston

Note: CougarAlert is an emergency notification system capable of reaching students, faculty, staff and parents within minutes of a campus crisis.

Update E-mail Address for CougarAlert:

1. Login to MyCharleston to access account
2. In MyCharleston, go to “My Accounts” to access CougarAlert
3. Select “Update Your Email Addresses for CougarAlert” to update email address only
4. Select “Update Your Phones for CougarAlert” to update phone numbers only

For Students:

The CougarAlert system allows for 6 unique phone numbers, 1 text message, and 2 email addresses. 
Order for selecting the 6 unique phone numbers (select all of the first phone type before selecting any of the next phone type):
Cell phone with text, Cell Phone without text, Residence Hall, Mailing, Home, Parents, Parent 2
Order for selecting 1 text message:
Text Messaging - don't call, Cell Phone with text
Updating CougarAlert Information

**Update E-mail Addresses - Update/Insert**

1. **Personal**
   - E-mail: [Enter E-mail address]
   - Comment: [Optional]
   - Delete this address: [Select]

2. **Preferred Business or College Issued Employee Email**
   - student@g.cofc.edu

3. Click [Submit] to update E-mail information

4. Select a Different E-mail Address to Update

**Update Phone for CougarAlert:**

1. **Cougar Alert**
   - CougarAlert is an emergency notification system capable of reaching students, faculty, staff and parents within minutes of a campus crisis. It is important that you review your address and telephone information and update as needed.

2. **Update Your Email Addresses for CougarAlert**

3. **Update Your Phones for CougarAlert**

**Phones**

- **Cell Phone with text**
- **Phone**: XXX-XXX-XXXX

4. **Insert a New Telephone Number Not Listed Above**

5. **Update Phones - Update/Insert**

- **Phone Type**: Select
- **Area Code**: [Enter Area Code]
- **Phone Number**: [Enter 10-digit telephone number]

6. **International Access Code and Phone Number**: [Enter International Access Code and Phone Number if you have one]

7. Click [Submit] to update Phone Number

**Note:** To delete an address, enter E-mail then click in the box “Delete this address” then click [Submit].

8. Enter information and click [Submit] to update E-mail information