

# Murray State University Emergency Notification System MyGate Information Change

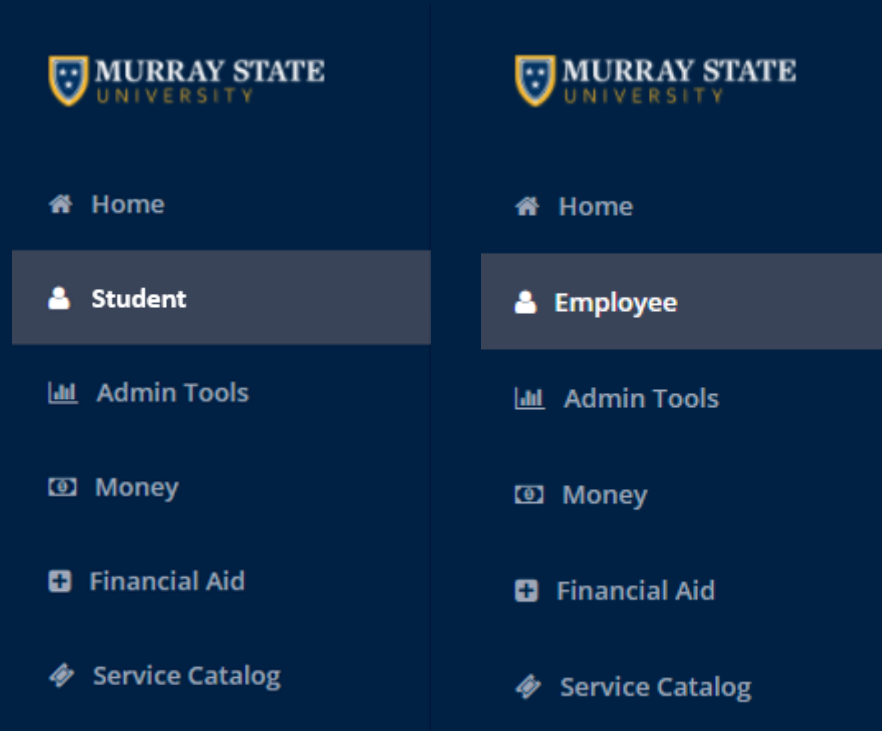
Murray State's **Racer Alert** Emergency Notification System uses the information you provide in your MyGate account as the default contact information for emergency texting. The following instructions guide you through the steps needed to update that information.

Step 1: To begin, direct your browser to:

<https://mygate.murraystate.edu>

Log in to your MyGate Account

Step 2: From the MyGate home screen, select “Student” or “Employee” from the menu on the left side of the screen

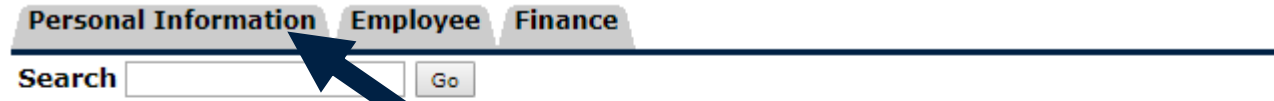


Self-Service Banner

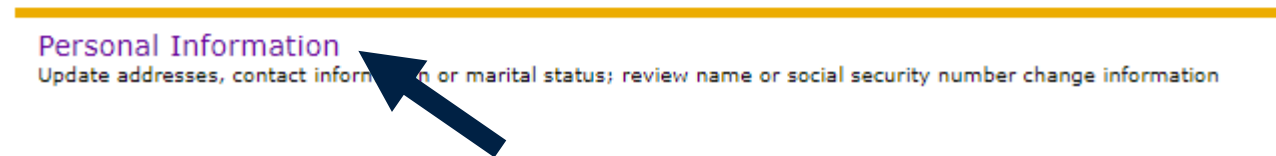
[Click here to log in to Self-Service Banner](#)



**Step 3: Follow the link at the bottom right of the page that says, “Click here to log in to Self-Service Banner”**



## Main Menu



Step 4: Select the Personal Information tab at the top or click on the Personal Information link

Search

## Personal Information

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[View/Update Addresses and Phones](#)   
[View/Update E-mail Addresses](#)  
[View/Update Emergency Contacts](#)  
[View/Update Marital Status](#)  
[Name or Social Security Number Change Information](#)  
[BOSSCARS - Parking System](#)  
[Public Safety - Person Lookup](#)

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**Step 5: Select View/Update Addresses and Phones link**

**Addresses and Phones**

**Permanent/Home**

**Current:** Aug 15,2016 - (No end date) Primary: None Provided

555 Racer Drive  
Murray, Kentucky 42071

**Phones**

Cellular Phone: 270-555-5555 Unlisted

[ [Update Addresses and Phones](#) ]



Step 6: Select Update Addresses and Phones

**Addresses and Phones**

**Permanent/Home**

Current: Aug 15,2016 to (No end date) Primary: None Provided

555 Racer Drive  
Murray, Kentucky 42071

**Phones**

Cellular Phone: 270-555-5555 Unlisted



Step 7: Select the Cellular Phone link

Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
Cellular Phone ▼	270	555-1234		OR	<input type="checkbox"/>	<input type="checkbox"/>
Select ▼				OR	<input type="checkbox"/>	<input type="checkbox"/>
Select ▼				OR	<input type="checkbox"/>	<input type="checkbox"/>
Select ▼				OR	<input type="checkbox"/>	<input type="checkbox"/>
Select ▼				OR	<input type="checkbox"/>	<input type="checkbox"/>



Step 8: Use the Drop Down menu to select Cellular Phone or, if you already have a cell phone number entered, type the new number in and click the Submit button.





You have now completed the process for updating your cellphone number to receive emergency texts. To add family members or additional phone numbers for emergency text messages, follow the instructions provided on the Racer Alert webpage:

<http://murraystate.edu/raceralert>

# Questions regarding Racer Alert Emergency Notification?

Contact the Murray State Police at  
(270) 809-2222 or  
by email at

[MSU.RacerAlert@murraystate.edu](mailto:MSU.RacerAlert@murraystate.edu)

[www.murraystate.edu/raceralert](http://www.murraystate.edu/raceralert)