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 "Academics" or "Employee" from the menu on the left side of the screen

Self-Service Banner

Click here to log in to Self-Service Banner

Student Links

Content Management 🔍 ⊕ ▦

Update your Personal Information (SSB)

Step 3: Employees follow the link a the bottom right of the page that says, "Click here to log in to Self-Service Banner"

Step 3: Look for the Student Links section of your myGate page

Personal Information **Employee** **Finance**

Search [_____] [Go]

Main Menu

Personal Information
Update addresses, contact information or marital status; review name or social security number change information
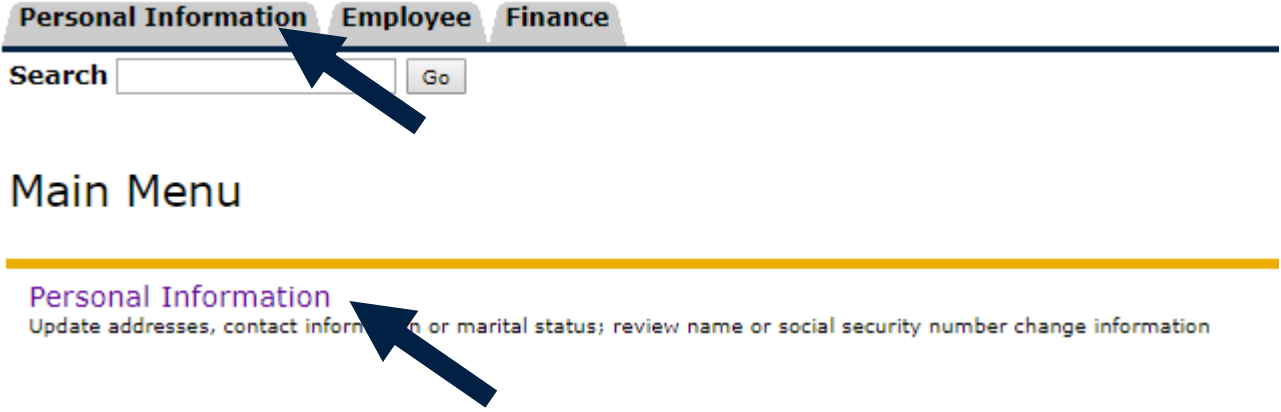
Step 4: Select the Personal Information tab at the top or click on the Personal Information link

Student Links

Content Management

Update your Personal Information (SSB)
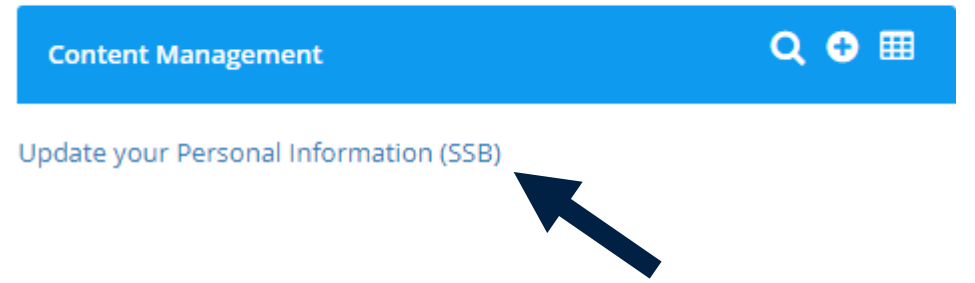
Step 4: Students click on the Personal Information link under Student Links

Search [_____] [Go]

Personal Information

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

Step 5: Select View/Update Addresses and Phones link

Addresses and Phones

Permanent/Home   **Phones**

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

     555 Racer Drive   Cellular Phone: 270-555-5555 Unlisted

     Murray, Kentucky   42071

[Update Addresses and Phones]

Step 6: Select Update Addresses and Phones

Addresses and Phones

Permanent/Home   **Phones**

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

     555 Racer Drive   Cellular Phone: 270-555-5555 Unlisted

     Murray, Kentucky   42071

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...		☐	☐
Select ▼				...OR...		☐	☐
Select ▼				...OR...		☐	☐
Select ▼				...OR...		☐	☐
Select ▼				...OR...		☐	☐

Submit | Reset

Select a Different Address to Update

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

www.murraystate.edu/raceralert