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.
Step 3: Employees follow the link at 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
Step 4: Select the Personal Information tab at the top or click on the Personal Information link

Step 4: Students click on the Personal Information link under Student Links
Step 5: Select View/Update Addresses and Phones link
### Addresses and Phones

<table>
<thead>
<tr>
<th>Permanent/Home</th>
<th>Phones</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current:</strong> Aug 15, 2016 - (No end date) <strong>Primary:</strong> None Provided</td>
<td><strong>Cellular Phone:</strong> 270-555-5555 Unlisted</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Address</th>
<th>City, State/Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>555 Racer Drive</td>
<td>Murray, Kentucky 42071</td>
</tr>
</tbody>
</table>

[Update Addresses and Phones]

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**Step 6:** Select Update Addresses and Phones

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**Step 7:** Select the Cellular Phone link
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