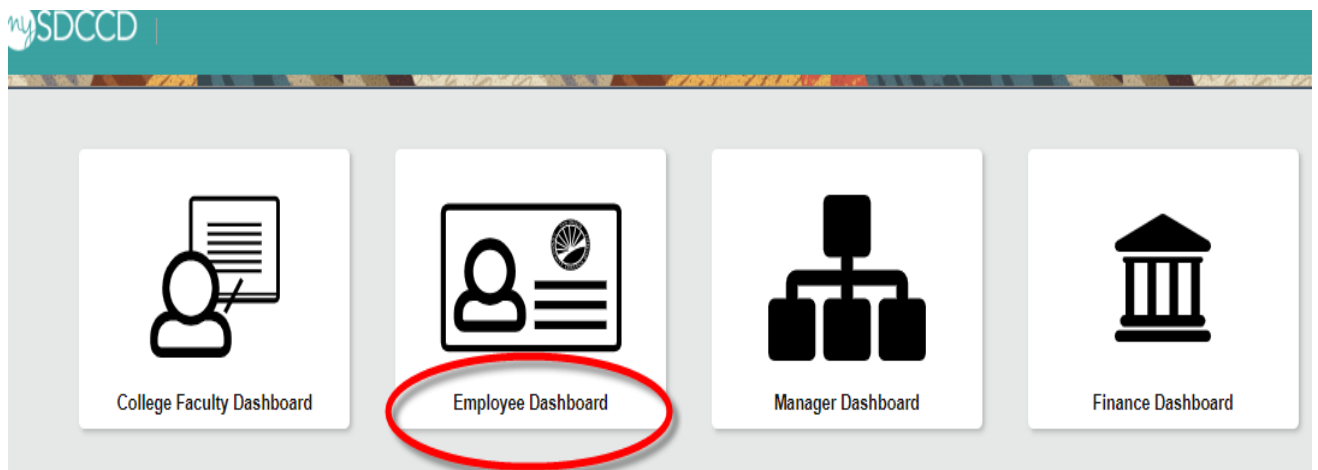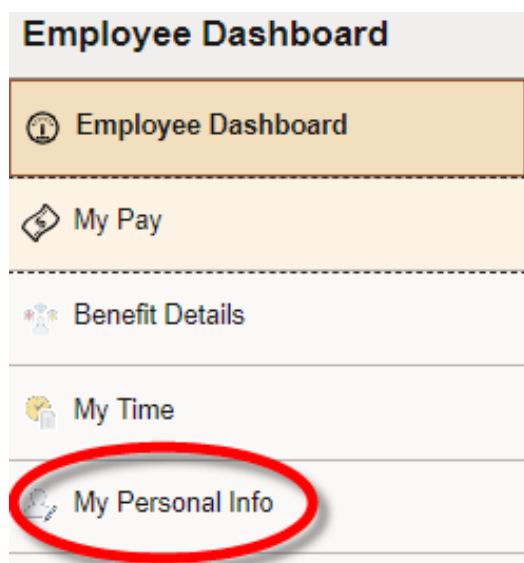# How to Add Emergency Contact Information in PeopleSoft to Receive RAVE Alerts

1) Access **MySDCCCD**

2) Click on **Employee Dashboard**

3) Click on **My Personal Info**

4) Click on **Contact Details**

Personal Details

Addresses	Contact Details
Updated **12/03/2020**	Updated **11/19/2025**

5) Click on **Phone Number**
- ➢ Indicate Type *Mobile*
- ➢ Confirm Preferred ✓
- ➢ Enter **Mobile Phone Number** to Receive Text Messages

Cancel	**Phone Number**	Save

Type Mobile

Preferred ☑

Number [   ]

Extension [   ]

Delete

6) Click **Save**