

Log into stanfordyou.stanford.edu and click on "Maintain your directory and AlertSU emergency contact information"



Home

[Change settings for account "lterrell"](#)

Turn vacation autoreply on or off [currently off].
Check service status and email storage quota.
Create SUNet ID aliases.
Forward your @stanford.edu email.
Redirect your Stanford personal web page URL.

[Change your SUNet ID password](#)

Change your SUNet ID password or personal fact.
Password was last changed: 15-Aug-2014 07:38:33.

[Maintain your directory and AlertSU emergency contact information](#)

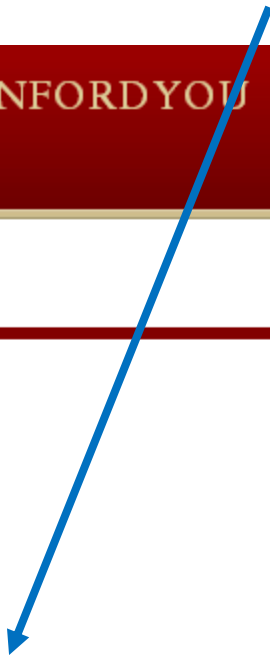
Make sure your contact information is current for StanfordWho, the printed directory, University business, and self-emergency notification via AlertSU.
Manage privacy settings for your directory information.

[Maintain your external emergency contact information](#)

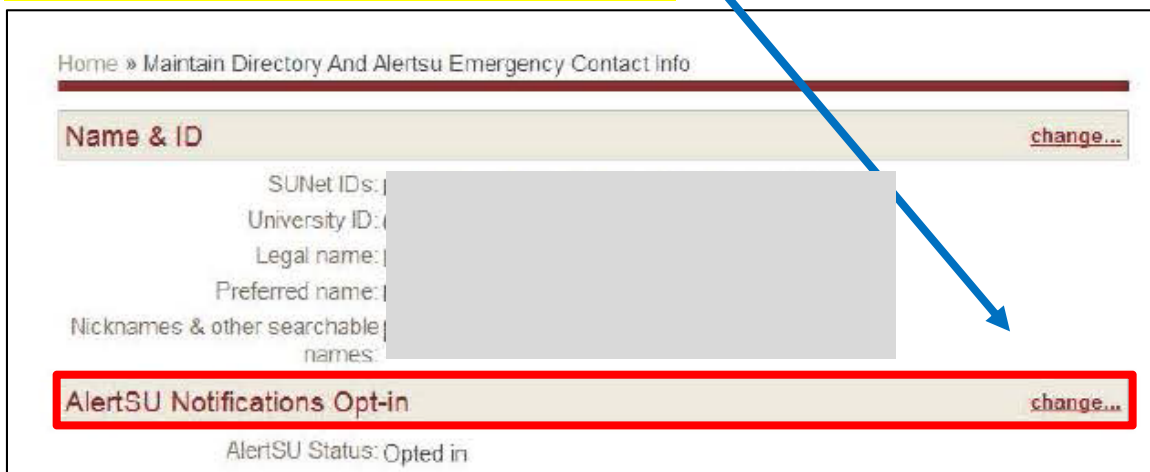
Keep your external (family, friend, etc.) emergency contact information current and accurate.

[Maintain your personal data](#)

Make sure your personal information (including race and ethnicity) is current.



For sponsored personnel only: On the "AlertSU Notifications Opt-in" tab, click "change" to specify if you would like to receive Stanford alerts.



On the "SU contact info" tab, click "change" to edit/update email addresses. Email is required to receive alerts.

SU contact info [change...](#)

Remove or add a different email address and click save.

Email address Email visibility **Public** ▼

Select the email address you want to include in your directory listing.

your @stanford email address (select the form you prefer):
 ▼

this email address:
 @

Optional: secondary email. Will be used by AlertSU in addition to the above email.
 @

Note: the email visibility setting above does not apply to the secondary email. The secondary email is not listed in the online or printed directory.

On the "Mobile contact info" tab, click "change" to edit/update your mobile number (optional)

Mobile contact info [change...](#)

Check /uncheck the "OK to use for AlertSU" box to start/stop receiving AlertSU text message, then click save.

Mobile contact info

OK to use for AlertSU Visibility

Mobile phone Private ▼

Pager ext. Private ▼

Email pager @ Private ▼

Save

Cancel

On the "Stanford affiliation" tab, click "change" to edit/update your work phone number

Stanford affiliation [change...](#)

Work phones

Phone 1: (650) 723-9633 ext.

Phone 2: ext.

Fax: ext.

Visibility
Phones **Public** ▼
Fax **Public** ▼

On the "Home phones & addresses" tab, click "change" to edit/update your home phone number. Check /uncheck the "OK to use for AlertSU" box to start/stop receiving AlertSU phone calls, then click save.

Home phones & addresses [change...](#)

Permanent phone & address

OK to use for AlertSU

Phone (408) 555-1212 ext.

Phone visibility **Private** ▼
Address visibility **Private** ▼