

Dartmouth

Employee Emergency Notification and Emergency Contact Information

Setting Up Emergency Notification Info on DARTAlert

- 1) Navigate your browser to <https://dartdm.dartmouth.edu/dartDM/dartDM>
 - a) Click the link named “Please click [Here](#) in order to login.”
 - b) Enter login info on the following screen. This is the same as your Blitz username and password.
- 2) Once logged-in, click the “Emergency Contact Info” link under “User Editor”. This will bring up a form in which you may enter your emergency notification number for DartAlert. **Please note: You may enter any cell phone number into this system; personal or Dartmouth owned.**
 - a) Be sure to click the “Submit Contact Info” button or else your data will NOT be saved.
- 3) You may log out by clicking the “Log Out” link up and to the right of the page.

Setting Up Emergency Contact Info in the Online Directory

- 1) Navigate your browser to <http://tower.dartmouth.edu/collegedirectory/>
 - a) Select “Log In to Maintain My Information”
 - b) Enter login info on the following screen. This is the same as your Blitz username and password.
 - 2) Click the “Update Emergency Contact” button. The screen will change and you may enter your information into the spaces provided.
 - a) Be sure to click the “Apply Changes” button or else your data will NOT be saved.
- You may log out by clicking the “Log Out” button.

Contact your HR Consultant if you have any questions.

