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.

September, 2009