Employee Emergency Alert Notifications
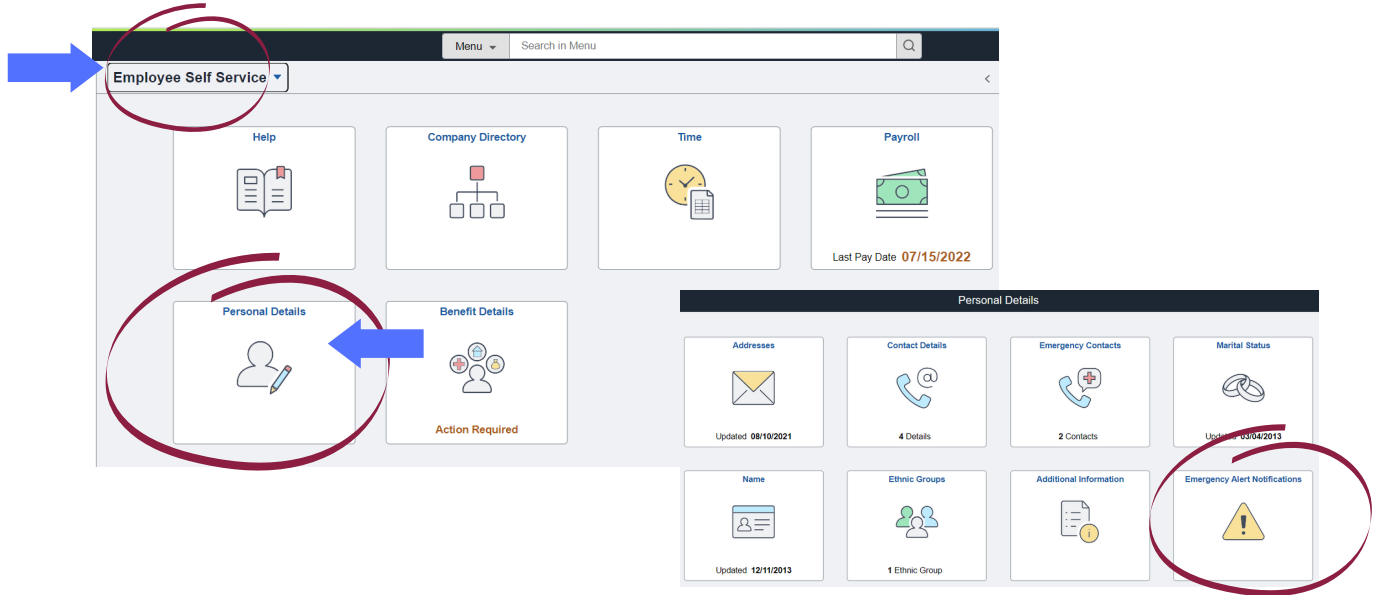
InformaCast | How to Sign Up: PeopleSoft Instructions

Step One:

Log-in to PeopleSoft & navigate to:

Main Menu - Employee Self Service - Personal Details - Emergency Alert Notifications

Step Two:

- Add phone number(s) for which you would like to receive County emergency alerts

- For each number, select the appropriate options by clicking the box(es) to the right that determine how you will be alerted "call/voicemail" and/or "SMS/text"

- Once desired phone numbers are added, review your preferred number to receive "Non-Emergency Communications" is checked (Examples: HR/Benefits info.).
  - You may select only one preferred option for non-emergency communication.

Add phone number(s) to receive County emergency alerts.

Phone Type	Telephone	Send notifications via call/voicemail	Send notifications via SMS/text message	Non-Emergency Communications	Delete
Business	385/468-4866		☑	🔘	
Cell ⌄	XXX-XXX-XXXX	☐	☑	⚪	🗑

Add Phone Number

Step Three:

- Add email address(es) for which you would like to receive County emergency alerts

- For each email, check the "Use Email for Emergency" box to the right

- Once desired emails are added, review your preferred email to receive "Non-Emergency Communications" is checked (Examples: HR/Benefits info.).
  - You may select only one preferred option for non-emergency communication.

Add email address(es) to receive County emergency alerts.

Email Type	Email Address	Use Email for Emergency	Non-Emergency Communications	Delete
Business	SSedivec@slco.org	☑	⦿	
Home ⌄	example@gmail.com	☑	○	🗑

Add Email Address

Step Four:

- Select your primary work location

- Note: this field is a required field, you cannot "save" your data without making a selection

Primary Work Location (*Required)

- ⦿ My primary work location is the Gov't Center (when I am not telecommuting)
- ○ My primary work location is NOT the Gov't Center (when I am not telecommuting)

Step Five:

- Be sure to click the "Save" Button before exiting the screen to ensure your information is saved in PeopleSoft

Save