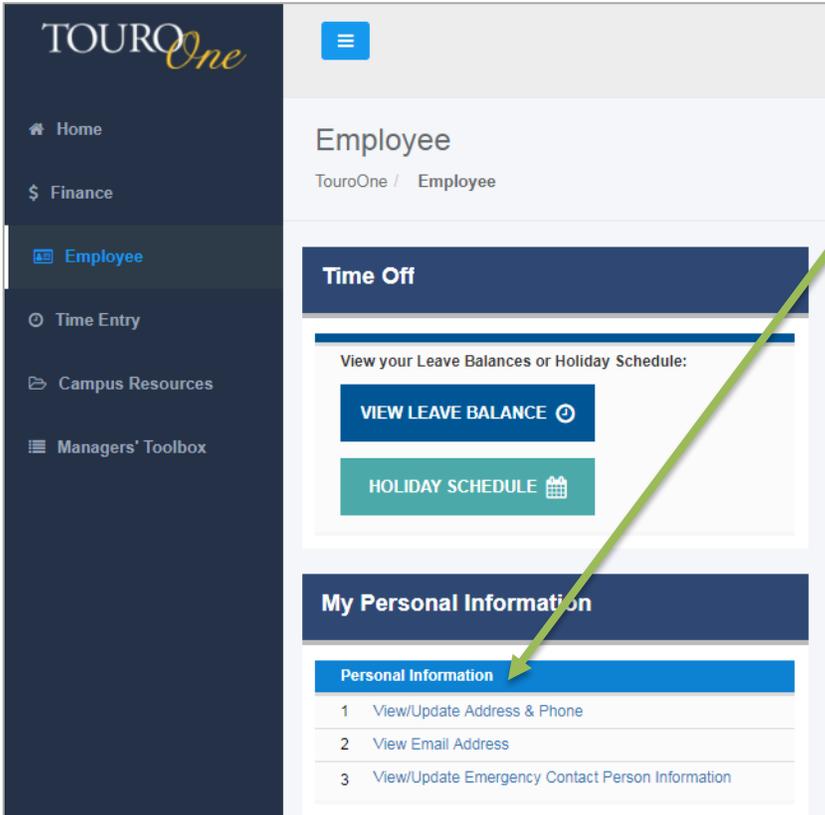


# Instructions for Registering for TCAAlert



Go to the TouroOne portal at [touroone.touro.edu](http://touroone.touro.edu) and log in with your username and password.

Click on the Employee link on the left side of the screen, then under My Personal Information, select "View/Update Address and Phone".

Your current information will appear on the screen. If your information is **correct**, you're all set. If your information is incorrect, blank, or has information you wish to remove or update, click on the 'Update Addresses and Phones' link on the bottom.



On the page that opens, click on the word **Current**. then proceed to enter or update your home address and add your cell phone number on the bottom (if it's not already there). Make sure you are choosing "Cell Phone" in the drop down. (see image below)

Enter a 'Valid from Date' of 01/15/2015 (on the very top of the form); leave the 'Until Date' blank (do not fill in a date for this field).

After you have made all entries, go to the bottom of the page and click Submit. When the screen returns to the first page, **DO NOT** click Submit again or you will receive an error message.

If you receive an error message, please contact the Touro Help Desk at [nonstop@touro.edu](mailto:nonstop@touro.edu)



**Primary Phone Number For This Address:**

Area Code	Phone Number	Extension	OR	International Access Code and Phone Number	Unlisted
<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>

Phone Type	Area Code	Phone Number	Ext.	OR	International Access Code and Phone Number	Unlisted	Delete
Cell Phone	845	5551234		OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>		OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone	<input type="text"/>	<input type="text"/>		OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee Alternate Addr Phone	<input type="text"/>	<input type="text"/>		OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee Primary Addr Phone	<input type="text"/>	<input type="text"/>		OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone	<input type="text"/>	<input type="text"/>		OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>