Instructions for Registering for TCAlert

TOUROne	=
🖀 Home	Employee
\$ Finance	TouroOne / Employee
Employee	Time Off
⊘ Time Entry	
🖻 Campus Resources	View your Leave Balances or Holiday Schedule:
I Managers' Toolbox IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	HOLIDAY SCHEDULE
	My Personal Information
	Personal Information
	1 View/Update Address & Phone
	2 View Email Address
	3 View/opdate Emergency Contact Person Information

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. Go to the TouroOne portal at <u>touroone.touro.edu</u> 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.

Employee Address		Phones		
Current:	Jul 01, 2012 - (No end date)	Primary:		
	1234 Sesame Street Middletown, New York 10940 United States of America	Cell Phone: 845-5551234		

Employee Address		Phones			
Current:	Jul 01, 2012 to (No	end date)	Primary:		
1234 Sesame Street Middletown, New York 10940 United States of America			Cell Phone: 845-5551234		
Type of Address to Insert:		Select	•		
Subm	it				

If you receive an error message, please contact the Touro Help Desk at <u>nonstop@touro.edu</u>

Primary Phone Number For This Address:											
Area Phone Extension Code Number		Internat Access (and Pho	tional Code ne Numb	Uı er	nlisted						
Phone Type	Area Code	Phone Number	<u>Ext</u> .		International Access Code and Phone Number	Unlisted [)elete				
Cell Phone 🔻	845	5551234		OR							
Select				OR							
Cell Phone				OR							
Employee Alternate Addr Phone											
Employee Primary Addr Phone				OR							
Work Phone				OR							
Submit Reset											
Select a Different Address to Updat	е										