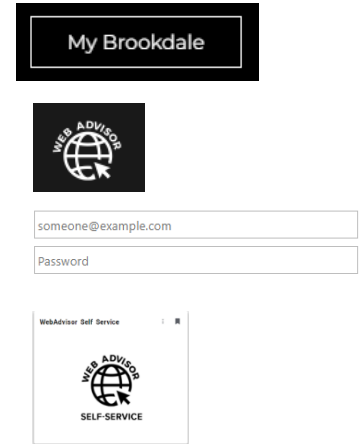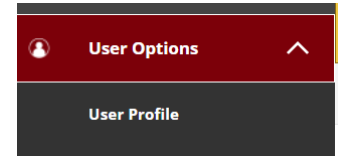# How to Update Your Mobile Phone Number for Emergency and Non-Emergency Text Message Alerts

1. Go to **www.brookdalecc.edu**
2. Click on **MyBrookdale**
3. Click on **WebAdvisor Self Service**
4. Enter your **complete Brookdale Email and NetID password**
5. Click **Sign In**
6. Click on the **Web Advisor Self-Service** card

Emergency Notifications: To receive emergency notifications and RAVE Alerts, please follow the steps below:
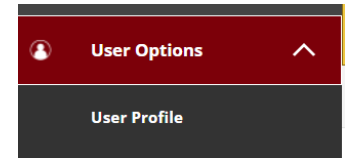
1. Click on the **User Options** icon from the left Navigation menu
2. Click the User Profile link
3. From the *Phone Numbers* section, click the pencil icon to update or edit the existing cell phone number we have on file.

Non-Emergency Notifications: If you would like to receive non-emergency text messages about student services, including course waitlist availability, registration, financial aid, student activities, and more.

1. Click on the **User Options** icon from the left Navigation menu
2. Click the **User Profile** link
3. From the *Email Addresses and SMS* section, click the pencil icon to add or edit the existing SMS text address. For instructions on entering your SMS text address, please refer to Cellular Providers
4. By entering your SMS, you are opting into receiving non-Emergency Text notifications.

NOTE: Click the X icon to opt-out of receiving non-Emergency Text notifications.

Still, Need Help?

Contact the Help Desk at helpdesk@brookdalecc.edu or 732-224-2829