

## Updating Information in Everbridge

**Note:** The easiest way to update contact information in Everbridge is to update information in the UCI Health Intranet Phonebook profile. This information is imported to Everbridge nightly and will overwrite edits made in the Everbridge system directly if it conflicts with existing phone book information. Note however, that any personal information uploaded to the phonebook will be available to all viewers. If you prefer to provide your personal contact information for emergency purposes only, please refer to the instructions on page four to update contact information in Everbridge directly.

### *Phonebook updates*

To update your profile in the phonebook, contact your Department Administrator.

**Step 1:** If you are an employee (not a guest/contractor) look for yourself in the official UCI Directory, <https://directory.uci.edu/>.

# UCI Directory

[About the Directory](#)[Privacy Policy](#)[UC Directories](#)[Update Your Information](#)

Search for People &  
Departments

[Advanced Search](#)

**Step 2:** Once you have found yourself in the phonebook, there is a link at the bottom of the results page that says “add to your address book.”

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Manager, Environment of Care & Emergency Management  
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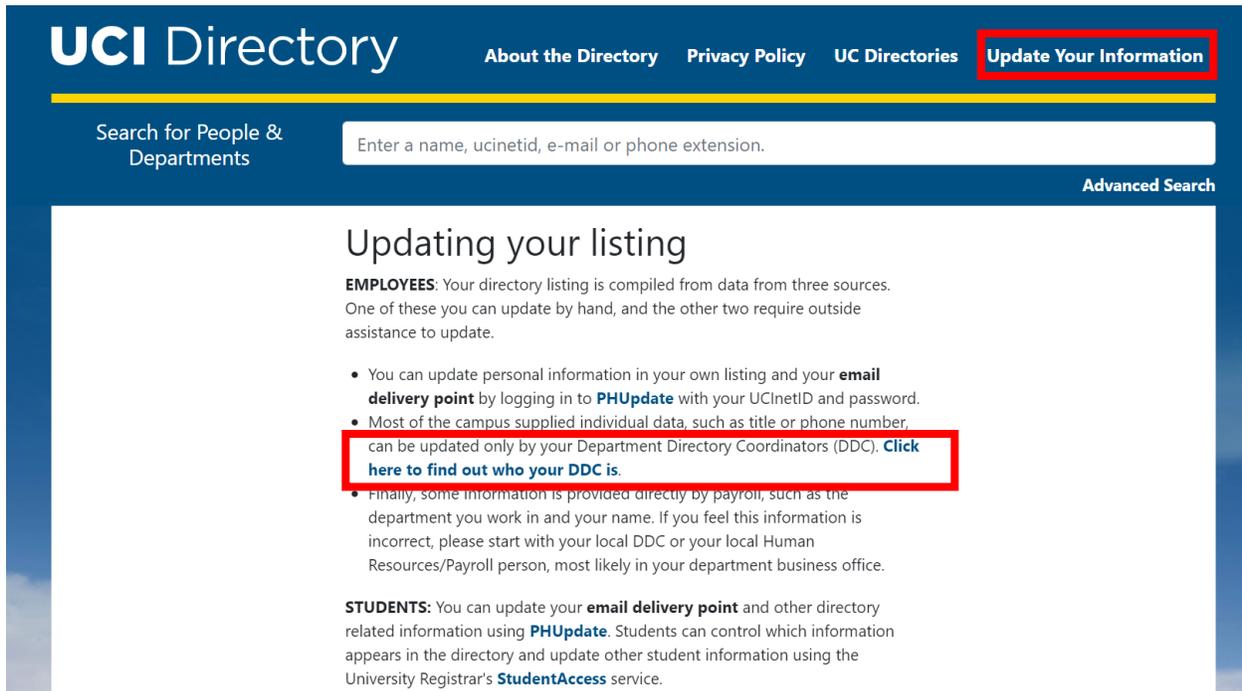
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[Show Delivery Point]  
Phone (714) 326-7254  
vCard [Add to your Address Book](#)  
[Click here for a simple text version of this record](#)



**Step 3:** Another option to change your information is at the top of the page on the update your information tab to find out who your Department Directory Coordinators (DDCs) are. Note that you may need to log into the system to view this information.



**UCI Directory**    About the Directory    Privacy Policy    UC Directories    **Update Your Information**

Search for People & Departments    Enter a name, ucinetid, e-mail or phone extension.    Advanced Search

## Updating your listing

**EMPLOYEES:** Your directory listing is compiled from data from three sources. One of these you can update by hand, and the other two require outside assistance to update.

- You can update personal information in your own listing and your **email delivery point** by logging in to **PHUpdate** with your UCI NetID and password.
- Most of the campus supplied individual data, such as title or phone number, can be updated only by your Department Directory Coordinators (DDC). **Click here to find out who your DDC is.**
- Finally, some information is provided directly by payroll, such as the department you work in and your name. If you feel this information is incorrect, please start with your local DDC or your local Human Resources/Payroll person, most likely in your department business office.

**STUDENTS:** You can update your **email delivery point** and other directory related information using **PHUpdate**. Students can control which information appears in the directory and update other student information using the University Registrar's **StudentAccess** service.

These DDCs are authorized to make phonebook changes for you/your department.

*Guests are handled differently. The DDC for the department the guest is affiliated with must submit a ticket. Email [oit@uci.edu](mailto:oit@uci.edu) with DIRECTORY in the subject line and the details in the body of the message.*

## Everbridge Updates

If you prefer not to have personal information available in the phonebook, you can update that information in Everbridge directly. To update information in Everbridge directly (if your contact information is not captured in the phonebook), follow the steps below.

### Step 1

- Log into the UCI Health Intranet
- Hover mouse over “Communication” on the bar menu on the top left of the page.
- Click on “Everbridge” from the sub-menu

The screenshot shows the UCI Health Intranet interface. At the top, there is a blue header with the text "UCI Health Intranet" on the left, a search bar labeled "Search..." in the middle, and two buttons labeled "Phonebook" and "Intranet" on the right. Below the header is a horizontal navigation bar with several menu items: "Communication", "Clinical Tools", "Administration Tools", "Employee Tools", "School of Medicine Tools", "Nursing", "Help & Support", "SharePoint Directory", and "Portals / Dashboards". The "Communication" menu item is highlighted with a red box. Below this navigation bar, the "Communication" sub-menu is displayed, containing three sections: "Phone/Paging" with links to "Clinical Department Directory", "Clinical Dept. On-call Schedule", "Medical Center Phonebook", and "UCI Campus Phonebook"; "Email" with links to "E-mail", "Send a ZotMail", and "Zot Alert Registration"; and "News" with links to "CEO / Dean Exchange", "UC Irvine Today", and "Chancellor's Site". Under the "Everbridge" section, the "Update Your Contact Info" link is highlighted with a red box and a red arrow pointing to it from the right, while "Mass Notification System (Limited Access)" is listed below it.

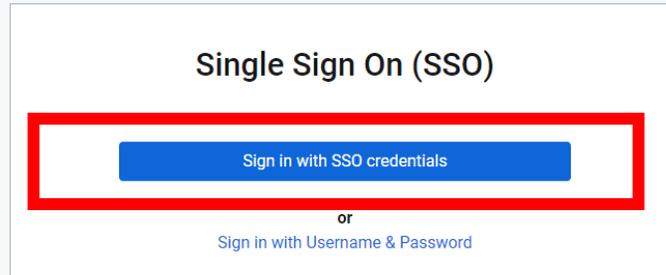
**Step 2:**

- Click on the “Sign in with SSO credentials” button.

## Everbridge Mass Notification System

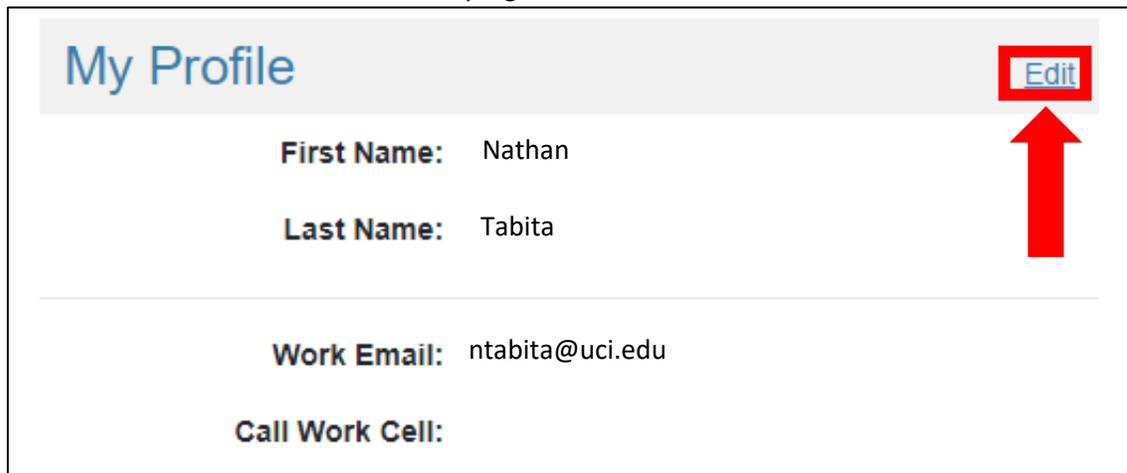
Get alerted about emergencies and other important community news by signing up for the UCI Health Everbridge Mass Notification System. This system enables us to provide you with critical information quickly in a variety of situations, such as severe weather, unexpected road closures, missing persons and evacuations of buildings.

You will receive time-sensitive messages wherever you specify, such as your home, mobile or business phones, email address, text messages and more. You pick where, you pick how.



**Step 3:**

- Click on the “Edit” button on the top right corner of the info box.



**Step 4:**

- Update information as appropriate
- If you are updating one-way pager information, enter your pager number, followed by “@myairmail.com” and select “American Messaging – MyAirMail” from the Pager Service drop-down menu.

## Here's how to contact me. (Complete at least 2 )

Move up or down to change the order.

1) Text Personal Cell	United States	
2) Call Personal Cell	United States	
3) Text Work Cell	United States	(714) 326-7254
4) Call Work Cell	United States	(714) 326-7254
5) Work Email	ntabita@uci.edu	
6) Work Phone	United States	(714) 326-7254
7) One Way Page	7145067892@myairmail.com	
8) EB Mobile App	Logged in	
9) Personal Email	email@email.com	

**Pager Service** American Messaging - MyAirMail

Save Cancel

### Step 5:

- If you would like to change the order in which your notifications are sent, use the arrows on the left side of the page to move contact points up or down the list.

## Here's how to contact me. (Complete at least 2 )

Move up or down to change the order.

1) Text Personal Cell	United States	
2) Call Personal Cell	United States	
3) Text Work Cell	United States	(714) 326-7254
4) Call Work Cell	United States	(714) 326-7254
5) Work Email	ntabita@uci.edu	
6) Work Phone	United States	(714) 326-7254
7) One Way Page	7145067892@myairmail.com	
8) EB Mobile App	Logged in	
9) Personal Email	email@email.com	

**Pager Service** American Messaging - MyAirMail

Save Cancel

**Step 6:**

- Click on “Save” button to save changes directly in Everbridge.

Here's how to contact me. (Complete at least 2 )

Move up or down to change the order.

<input type="checkbox"/> 1) Text Personal Cell	United States	<input type="text"/>
<input type="checkbox"/> 2) Call Personal Cell	United States	<input type="text"/>
<input type="checkbox"/> 3) Text Work Cell	United States	<input type="text" value="(714) 326-7254"/>
<input type="checkbox"/> 4) Call Work Cell	United States	<input type="text" value="(714) 326-7254"/>
<input type="checkbox"/> 5) Work Email	<input type="text" value="ntabita@uci.edu"/>	
<input type="checkbox"/> 6) Work Phone	United States	<input type="text" value="(714) 326-7254"/>
<input type="checkbox"/> 7) One Way Page	<input type="text" value="7145067892@myairmail.com"/>	
	<b>Pager Service</b>	<input type="text" value="American Messaging - MyAirMail"/>
<input type="checkbox"/> 8) EB Mobile App	Logged in	
<input type="checkbox"/> 9) Personal Email	<input type="text" value="email@email.com"/>	

