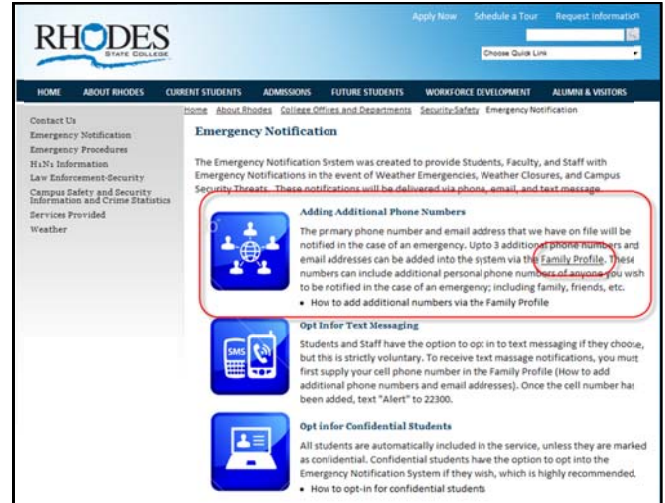


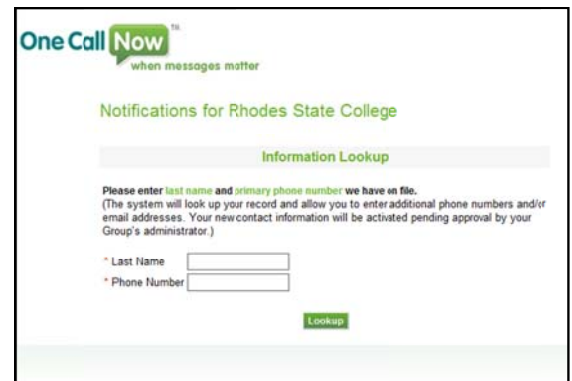
How to add additional phone numbers and email addresses

Up to 3 additional phone numbers and 3 additional email addresses can be added to the Rhodes Alert System. Instructions are as follows:

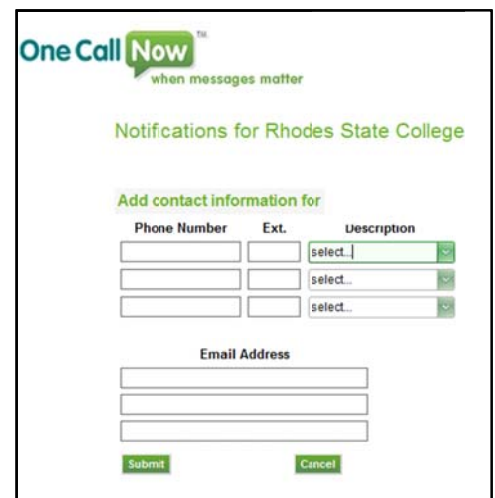
1. Navigate to the Rhodes Alert website www.RhodesState.edu/Alert.
2. Click on the Family Profile link located in the “Adding Additional Phone Numbers” section.



3. You will be redirected to the One Call Now website.
 - a. As a Rhodes or OSU employee, enter your last name and office phone number.
 - b. As a student, enter your last name and primary phone number on file (the number you supplied when you applied to Rhodes State). If you do not remember the phone number, go to Step 5.



4. Once logged in, you can supply the additional phone numbers and email addresses as needed. If you need additional assistance, please contact the Rhodes State College Help Desk at 419-995-8069.



5. To check your primary number on file:
 - Go to www.rhodesstate.edu
 - From the Quick Links Menu, select the STARS Online link.
 - Choose “Click Here to Proceed to STARS Online.”
 - Choose “Enter Secure Area” and enter your User ID and PIN.
 - Choose “Personal Information” from the Main Menu.
 - Select “View Addresses and Phones”.