Emergency Text Messaging System

Add/Update Cell Phone Number – Email Address

To participate in UVI’s emergency text messaging system University students, faculty and staff must have current cell phone and email address information included in the “Personal Information” section of their Banweb accounts.

To enter or update cell phone and/or email information in your Banweb account do the following:

- Go to this web link: [http://banweb.uvi.edu](http://banweb.uvi.edu)
- Select the “Login to Secure Area” link
- Enter your “User ID” (number) and “Pin” (number)

**Cell Phone**
- Select the “Personal Information” tab
- Select the “Update Phone Numbers” link
- Select the “Mobile/Cellular” link under the “Phones” heading
- Add or update your cell phone number -- in the area under the Phone Type heading -- and select “Mobile/Cellular Number” as the “Phone Type”
- Select the “Submit” button to complete the entry/update

**Email Address**
- Select the “Personal Information” tab
- Select “Update Email Addresses” link
- Follow the instructions to add or update email addresses
- Select the “Submit” button to complete the entry/update