

DREW

Emergency Alerts without the LiveSafe App

When you are unable to utilize the LifeSafe app on a smartphone, the University provides access to emergency notifications via short message service (SMS) text messages. To receive these alerts, you need to have access to a cell phone and you need to ensure that your contact information is up to date in Treehouse. The following is a step-by-step guide on how to update this information.

Steps for Updating Personal Alert Information

- A. The first step is to select the “Employee” or “Student” tab in [Treehouse](#), as appropriate.



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- B. Select “Update Addresses and Phones” from the Personal Information section of the page.

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TreeHouse

Welcome [Name] - Sign Out



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Paychecks & Reimbursement

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- [Records Retention Policy](#)
- [Records Retention Schedule](#)
- [Human Rights Policy](#)
- [Sexual Harassment and Misconduct Policy](#)

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C. Click the "Current" hyperlink under the US Permanent Addresses section of the page.


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TreeHouse Self Service

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Update Addresses and Phones - Select Address

 Update an existing address by selecting the link next to the corresponding address. Insert a new address by choosing the address type from the list and selecting Submit.

 Entering overlapping dates may change the effective dates on existing address records.

Change of address information and USPS forms are available through [this link](#).

After you have updated your "US Permanent Address-Employee" address in Banner, you MUST also go to [ADP](#) to update your address there.

Log in to ADP, follow the path Myself > My Information > Profile. Under Personal Info, select View More and update your address.

Your updated address will be forwarded to all benefits carriers.

Addresses and Phones

Campus Mail Address		Phones
Current:	Aug 06, 2018 to (No end date) STU-ACTIVE Campus Mail, United States of America	Primary: None Provided

US Permanent Address-Employee		Phones
Current:	Dec 02, 2018 to (No end date) [Redacted] [Redacted] [Redacted]	Primary: [Redacted] Cell Phone: [Redacted]

Type of Address to insert:

[\[View Addresses and Phones \]](#) [\[Employee Profile \]](#)

ites.

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D. Click on the “Phone Type” section of the page.

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TreeHouse Self Service

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Update Addresses and Phones - Update/Insert

Required fields on address update or insert are Valid From This Date, Address Line 1, City, State or Province, and ZIP or Postal Code; all other fields are optional. If Nation is entered, only Address Line 1 and City are required. When updating an address you do not need to change the Valid From This Date value.

Please remember you need either a Mailing or US Permanent Address-Employee Address type to receive mailings (including payroll checks) from Drew.

After you have updated your “US Permanent Address-Employee” address in Banner, you MUST also go to [ADP](#) to update your address there. Log in to ADP, follow the path Myself > My Information > Profile. Under Personal Info, select View More and update your address. Your updated address will be forwarded to all benefits carriers.

US Permanent Address-Employee

Valid From This Date:MM/DD/YYYY

Until This Date:MM/DD/YYYY

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

ZIP or Postal Code:

County:

Nation:

Primary Phone Number For This Address:

Area Code	Phone Number	Extension	International Access Code	Unlisted
<input type="text" value="603"/>	<input type="text" value="5688513"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

OR

Phone Type

Phone Type	Area Code	Phone Number	Ext.	International Access Code	Unlisted	Delete
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

[\[View Addresses and Phones \]](#)

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- E. Update the phone numbers section with **either** a “cell phone” or “emergency cell phone” number. You may choose “unlisted” which will prevent this number from being present in the University directory but will not affect its use in the emergency notices.
- F. Click “submit” when the information is updated.

Your updated address will be forwarded to all benefits carriers.

US Permanent Address-Employee

Valid From This Date:MM/DD/YYYY 12/02/2018

Until This Date:MM/DD/YYYY

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province: New Jersey

ZIP or Postal Code:

County: NJ-Morris

Nation: Not Applicable

Primary Phone Number For This Address:

Area Code	Phone Number	Extension	International Access Code and Phone Number	Unlisted
			OR	<input type="checkbox"/>

E

Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
Cell Phone				OR	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Cell Phone				OR	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Select				OR	<input type="checkbox"/>	<input type="checkbox"/>
Select				OR	<input type="checkbox"/>	<input type="checkbox"/>
Select				OR	<input type="checkbox"/>	<input type="checkbox"/>

Submit **F**

Select a Different Address to Update

[[View Addresses and Phones](#)]

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- G. You should then see the address updated with the new information and will be able to receive SMS notifications to your phone.

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US Permanent Address-Employee		Phones
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Type of Address to Insert:



[View Addresses and Phones](#) | [Employee Profile](#)