How to Add A Text Alert Phone Number

1. Click the "Add A Phone Number" button.

Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number
by selecting the preferred checkbox.

**You must confirm or add at least one text alert number (Text Alert 1-Student) in
order to continue.**

Please update your Phone Numbers and Emergency Text Alert numbers in order to proceed:

Because emergency situations can occur, having accurate and up to date phone and
emergency text information for our students is extremely important in providing appropriate
levels of service and security.

If you do not already have a Text Alert number in PAWS, you can add one by clicking the
"Add a New Phone" button.

Then enter your text-messaging phone number (including area code) in PAWS using phone
type 'Text Alert 1 - Student'. You may designate two additional text numbers to receive text
alerts by using phone types 'Text Alert 2 - Others' and 'Text Alert 3 - Others'

It is important for the campus safety that all students have a Text Alert number listed in
PAWS. You will not be able to confirm this section without having one listed.

For more information about Emergency Management and the Text Alert system at TCNJ

TCNJ Emergency Management Website

*Phone Type	*Telephone	Ext	Country	Preferred	
Home				☑	delete
Residence Hall				☐	delete

ADD A PHONE NUMBER

SAVE   Yes. This is correct.

* Required Field

2. **A new "Phone Type" row will display. Open the "Phone Type" window and select "Text Alert 1 – Student" and then enter your cell phone number, including the area code. You can enter your number without dashes/slashes and PAWS will format it for you.**

*Phone Type	*Telephone	Ext	Country	Preferred	
Home ▼				☑	delete
Residence Hall				☐	delete
Text Alert 1 - Student ▼	609/771-1855			☐	delete

ADD A PHONE NUMBER

SAVE

Yes. This is correct.

* Required Field

3. **After you enter your cell phone number (including area code), the yellow "Yes. This is correct" button will display. Click this button. You will now be able to access your Student Center.**