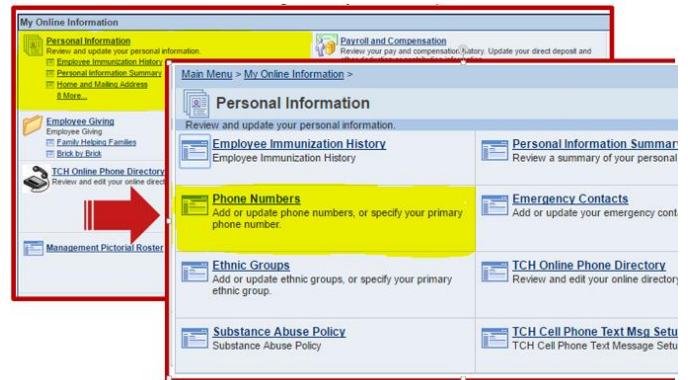


Update Contact Data

For TCH people with access to MOLI

- On your TCH computer, go to the Connect homepage
- On the right under RESOURCES, click [MOLI – my online info](#)
- Login with your TCH Network User ID and Password
- Click on [Personal Information](#)
- Click on [Phone Numbers](#)
- Click on [Add Phone Number](#), select “[Mobile](#)” and enter your cell phone number
- Add/Update your Business, Home and Pager numbers
- When updates are complete, click [Save](#)



Note: Data from this section is **not published to Outlook or Connect Profiles** and is suitable for confidential phone numbers

Updates to MOLI are imported into Everbridge overnight.

For BCM people with access to Baylor Intranet

- Browse to https://intranet.bcm.edu/private/pediatrics/tch_emns.cfm
- Login with your BCM ECA user name and password
- On the next page, enter or update your cell phone number
- Click [submit](#)

Updates from BCM's TCH EMNS web form will be imported into Everbridge quarterly or more often as needed.

TCH EMNS Query

Please Enter your username and password (BCM ECA):

username:

password:

TCH EMNS Query

Authentication Success!

WILLIAM M MOHR for updating your Emergency Contact cell phone number for the Texas Children's Hospital Emergency Management Notification System.

Have no current cell phone number on file for you. Please enter your preferred cell phone number below:

Format: 555-555-5555



Response

Notifications from the Texas Children's Notification System are sent to help inform you of an urgent or emergency situation and action(s) you may need to take. Sometimes, the notification will include important conference call details where the situation will be discussed.

During notifications from the Texas Children's Notification System, you may receive a combination of Everbridge app PUSH messages, SMS text, email or telephone calls.

Each notification will have a message component and a response component.

When received, please follow the instructions below to confirm receipt, choose a response, or join the conference call. **If you do not confirm or select a response, the system will try to reach you another way.**

How do I respond?

EMAIL



- » The emails will be sent from: ***Texas Children's Notification System***
- » Review the entire message
- » **Click the link** provided to confirm receipt or click a response

TELEPHONE / VOICE



- » The caller ID will show: **832-824-1000**
- » Listen to the entire message
- » To confirm receipt, **Press "1"** or the number of your chosen response

EVERBRIDGE APP



- » PUSH notifications will come from: ***Texas Children's Notification System***
- » Review the entire message
- » To confirm receipt, **tap Confirm** or one of the available responses

SMS / TEXT



- » You will receive a text message from short code **89361** or **87844**
- » Read the entire message then select Reply from your device
- » **Type "Yes" and send** to confirm receipt
- » Or, type the number of your chosen response and send

For questions, please contact *Wayne Chan* via cell phone at 713-806-6064 or via email at wechan@texaschildrens.org.