

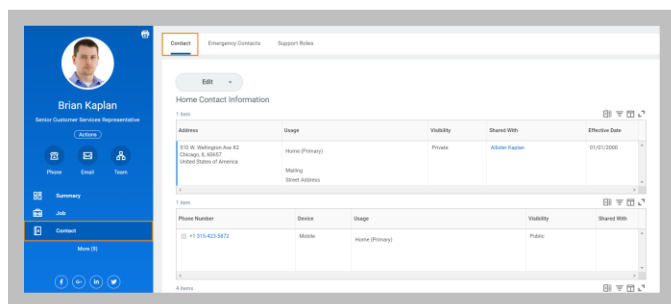
ACCESS YOUR WORKER PROFILE PAGE

The Everbridge system provides Baptist Health employees with notifications to a mobile device. You may Opt In or Opt Out to these notifications from your Worker Profile page in Workday.

To access your Worker Profile page, click your **Profile** icon > **View Profile**. If you do not have a picture, you will see the cloud icon ☁️

ENTER YOUR MOBILE DEVICE

1. Click the **Contact** tab. The **Contact** subtab is selected.



2. Click **Edit** to change your personal contact information.
3. Under the **Home Contact Information**, click **Add** under **Additional Phone**. If you need to edit an existing number, click the Edit icon ✎️ on the field you need to edit.

Additional Phone

Phone
+1 (Mobile)

Phone Device *

4. Enter your phone number including area code.
5. Click **Submit** and **Done** to save your changes. If you click **Save For Later**, you will have an Inbox item to complete for later.

SELECT TO OPT IN

1. Click your **Profile** icon > **View Profile**.
2. Click the **Job** tab.
3. Click the **Additional Data** subtab.
4. You will see your Additional Data on the page.
5. For **Text Message Opt-In**, check the box to choose to receive text messages from Baptist Health. To Opt Out, uncheck the box. After making your selection click **OK**, then click **Done** to return to your profile.

Instructions

By checking the box below I choose to Opt-In for text messages from Baptist Health to my mobile device. Baptist Health will only use text messaging for important communications and reminders such as emergencies and important announcements. Messaging and data rates may apply. You may Opt-Out at any time by un-checking the box below.

Text Message Opt-In

Text Message Opt-In



Note: In order to receive notifications to your personal device, you must have **Opt-In** checked **and** your phone number added as a **Mobile** phone device.

If both of these are not set, you will not receive notifications from Baptist Health to your personal or specified **Mobile** device.

Only one **Mobile** device at a time may be registered to receive notifications.