

WAKE ALERT

Emergency Notification Systems

The Wake Forest University Emergency Notification Systems enable the University to quickly notify you in the event of an emergency. There are three notification methods:

1. By telephone — through text message, voice mail and e-mail;
2. By siren and public address systems; and
3. By display on the University cable TV system.

To make the Notification System work, the University needs mobile phone numbers of all community members—students, faculty and staff. Wake Forest collects and retains the mobile telephone numbers in a secure system with restricted access.

Undergraduate, graduate and professional school students are **required** to provide their mobile phone number—either local or out of state. If you do not have a mobile phone, you should provide a local emergency number to the University.

Accessing WIN to register your mobile phone

The screenshot shows the Wake Information Network (WIN) website. At the top, there is a navigation bar with 'SITE MAP | HELP | DIRECTORIES | SEARCH'. Below this is a search bar labeled 'QuickFind...'. The main content area is divided into several sections:

- Announcements:** Includes a warning about phishing scams and a notice about scheduled maintenance from 2am to 5am EST Sunday through Friday, and 2am to Noon on Saturdays.
- WIN Help:** Provides links for 'WR/EAG', 'WIN Tutorial', and 'Forgotten Password'.
- WFU Links:** Lists various university resources like 'WFU Home Page', 'Web Email', 'WPU Google Mail', 'Information Systems', 'Career Services', 'Window on Wake Forest', 'Alumni & Friends', 'ZSR Library', 'Calendar', 'Athletics', 'Fine Arts', 'Dining Services', and 'Identity Standards Guide'.
- News Links:** Lists news sources such as 'WFOU 17 News', '88.4 WFTZ', 'Local Weather', 'W-S Journal', '2007 News and Record', 'Squire's Notes', and 'Belish (Winston Salem Entertainment)'.
- Local Links:** Lists local organizations like 'Cary/Ora International Conference Center', 'Reynolds Village', 'Reynolds Gardens', 'Reynolds House Museum of American Art', and 'Southeastern Center for Contemporary Art'.

The footer contains the Wake Forest University logo and the text: 'Wake Forest University • Winston-Salem, North Carolina • Information: 336-758-5255 | Feedback'.

Go to [WIN](#) and log in with your Wake Forest University user name and password.

You can access WIN at win.wfu.edu

For assistance, contact the [Information Systems Service Desk](#) via [e-mail](#) or at 336-758-4357.

Wake Information Network

Search for: in: Campus Yellow Pages

[Today](#) [Personal](#) [InfoCentral](#) [VirtualCampus](#) [Directories](#) [WIN Tools](#)

Today

Hello,


Announcements

[Information Systems Service Desk Summer Hours](#) Created on: 07/10/2009

[Overseas Travel Safety](#) Created on: 05/05/2009

[Students driving Wake Forest vehicles](#) Created on: 05/05/2009

Current Weather Conditions



Temperature:	81°F
Conditions:	Few Clouds
Visibility:	8 Miles
Wind:	6 mph SE
Dewpoint:	70°F
Relative Humidity:	69.0%

You must log off and close the browser to safeguard your WIN information.

After logging in, you will see the 'Today' page. Click on the 'Personal' link.

Wake Information Network

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Personal

Personal Information

- [Change WIN Password and Clue](#)
- [Register Your Vehicle for a WFU Parking Decal](#)
- [Your Personal Information](#)

User Preferences

- [Change Your User Preferences](#)

Online Bills

- [Telecommunication](#)

Payroll

- [View / Approve Bi-weekly Timecards](#)

Managing Your Retirement

- [All Weather Portfolio](#)
- [Basics of Investing](#)
- [Managing Your Retirement Guide](#)
- [Retirement Education Schedule](#)
- [Treasurer's Note](#)

On the 'Personal' page select 'Your Personal Information'. This link can be found under the 'Personal Information' heading.

Select 'Change Your Mobile Phone Information' at the bottom of the page to enter your mobile phone number.

Your Personal Information

Following is the information WFU has recorded about you. Please change anything that is incorrect.

Your WFU ID: xxxxxxxx

Full Name:

Preferred First Name:

Email Address:

Home/Permanent Address Information

Address:

City/State/Zip:

Area Code and Phone:

Privacy requested on Home Address: Yes No

Privacy requested on Home Phone: Yes No

Campus Address:

Campus Address:

Campus Phone:

Alternate Campus Extension (4 digits only):

Emergency Contact Information

Name:

Area Code and Phone:

Mobile Phone Information
 The following link will open a new window that will allow you to change your Mobile Phone Information. This change will take effect immediately. All other personal information updates must be submitted for review on this form.

[Change Your Mobile Phone Information](#)



Mobile Phone Number Collection

To ensure that the University can reach you in times of emergency, mobile telephone numbers will be added to University contact information. The University will store this information in a secure system with restricted access. As a faculty or staff member, you are not required to give this information.

By default, only University Police, the President, the Provost, and University Vice Presidents or their designees will be allowed to use the numbers that are marked as private, and only in times of emergency. If you prefer that your mobile telephone number be visible to Wake Forest students, faculty and staff, select the appropriate button below to include it in the WIN internal campus directory. As a faculty or staff member, you may choose not to share this information by selecting the appropriate button below.

You may find more information about the new policy online at www.wfu.edu/emergency.

Please submit your mobile telephone number in the space below. If you do not have a mobile telephone number, you must indicate so.

Mobile Phone Number: Please use ### ##-#### format.

Make my mobile telephone number visible in the WIN internal campus directory.

Do not make my mobile telephone number visible in the WIN internal campus directory.

I do not have a mobile telephone. *Under the University Honor Code I am verifying I do not have a mobile telephone. Students who do not register their mobile telephone numbers may have their class registration blocked.*

Click 'Submit my information' after completing the form.