Step 1: Log into Edgewood Express

Username: Same as network EX. astroud
Password: Same as network

Step 2: Once you log in you will see a FACULTY tab or a STAFF tab

1. Click on the tab that appears based on your role at the college
2. Click on My job and more
**Step 3:** Employee Information

1. Click on Information Update *this means that you completed (In Progress)*

**Step 4:**

**Section 1:** Address Information

1. Verify contact information – if you make changes it saves automatically

2. Click on Next Page
Section 2: Emergency Notification Contact Information

1. Enter mobile phone  (if you have one)
2. Answer question “Can you receive text messages at this number?  (default is yes)
3. Home phone number  (this is an additional field in the database to connect with the mass notification system)
4. Alternate Email  (if you have one this will be an additional place you will receive messages)
5. Click on Next Page
Step 5: Review and Submit

1. If you receive an error there will be a message here telling you what to correct

2. Click on Submit Application

Note: The information will be processed over the next couple of weeks, so the changes may not be evident until that time.