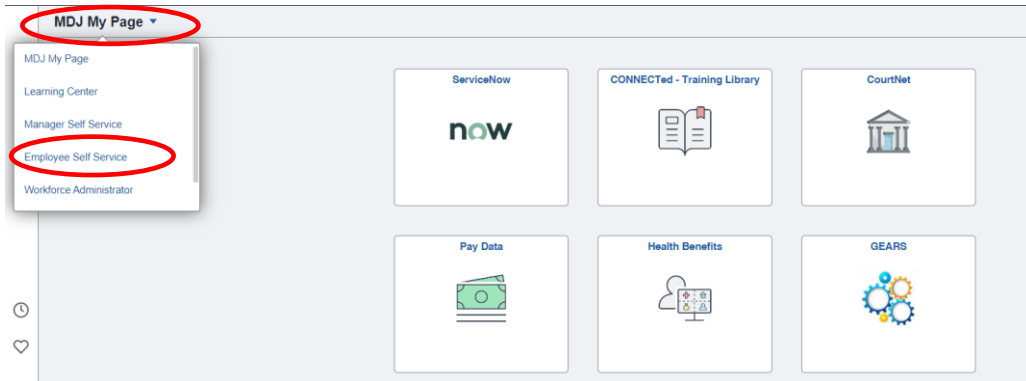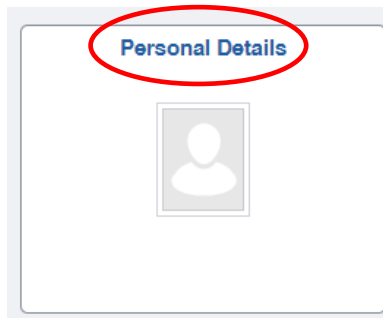**Maryland Judiciary**
Department of Human Resources
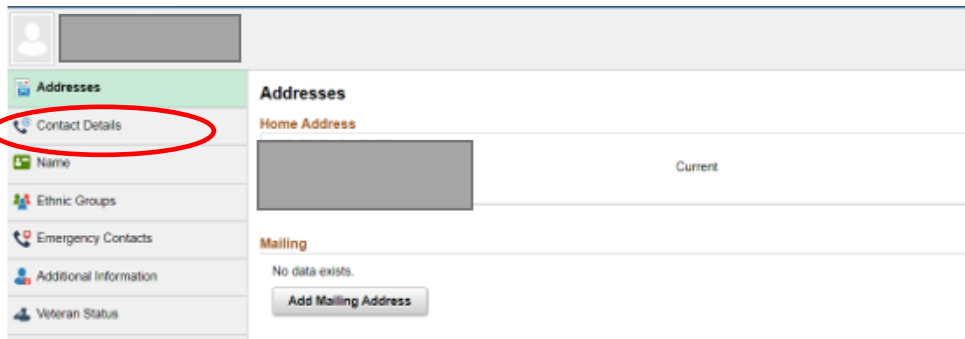**Updating or Verifying Phone and Text Alert Numbers**

1) Once logged into CONNECT, the 'My Page' homepage will be displayed. Click on My Page, "Employee Self Service."
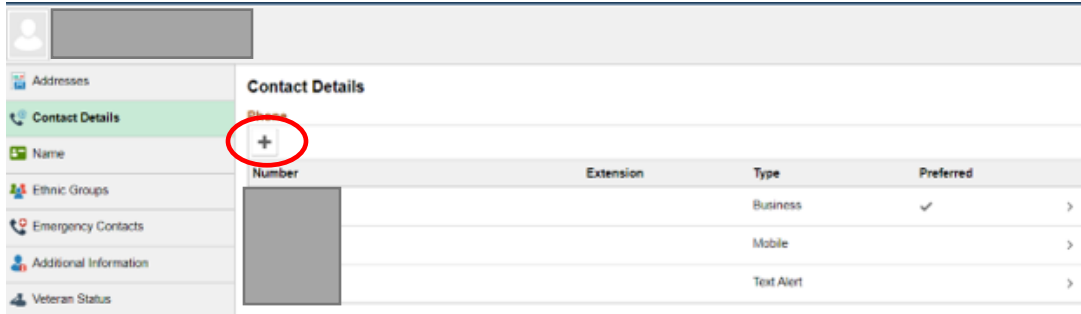

2) Click on the 'Personal Details' tile.

3) The 'Personal Details' page will be displayed. Click on 'Contact Details' from the left panel.

4) The 'Contact Details' page will be displayed. To add a phone or text alert number select the "+" at the top of the box.

5) Upon selecting the "+", the 'Phone Number' box will appear. You will then be prompted to:
   a. Select the type of number (i.e. Text Alert).
   b. Check the preferred box for business numbers only.
      i. *Reminder: The number selected as preferred will appear in the Outlook address book and CourtNet phone directory.*
   c. Enter the phone number.
   d. Enter the extension, if applicable.

6) Upon making any changes, click "Save".

7) Below are definitions of the various phone number options:

Business	This is the phone number that either rings on your desk or is the department group line. This should be a number that is answered by a person in the office rather than an automated phone system. This will be the **preferred** contact number for most employees. Include your extension if applicable.
Main	If your position requires you to spend most of the day away from your desk, and you wish your phone calls to go to a number other than your Business number, it should be entered as the Main number, and marked as <u>preferred</u>.
Mobile	This is your personal cell phone number and should <u>not</u> be marked as preferred. Note: Simply having a mobile phone number listed does not enroll you in the text alert system
Home	This is your home phone number and should <u>not</u> be marked as preferred.
Text Alert	This number is used by the text alert system to notify you in the event of a delayed opening or building closure. It should <u>not</u> be marked as preferred.

8) Below is an example of how your phone numbers should appear in the system:

▼ Phone Numbers

Phone Numbers

Phone Type	Phone Number	Preferred
Business	410-555-1234	✔
Mobile	410-555-5555	
Home	410-555-5555	
Text Alert	410-555-5555	

Change Phone Numbers

For assistance, please contact the CONNECT Help Desk at (410) 260-6550.