

Text Alert Instructions – Changing Your Cell Phone Number (Contractors Employed by Inova, Volunteers, and Nursing and Allied Health Students)

If you need to change your cell phone number, you should first follow these instructions to unsubscribe from receiving Inova text notifications and then re-register your new number:

1. Access the following: Changing Your Cell Number Instructions

S D F T WARE	e.Notify	Forgot Password Log In Help
	e.Notify Self Registration Login Cell # @ Carrier Name: Password:	
	Cancel	

2. Enter your 10-digit cell number@carrier and **Password**. Select the **Log In** button.

Please Note: The cell phone numbers MUST be entered precisely as listed in the sample entries below with the cell phone carrier address, in order to receive the Inova text notifications.

Sample entries:

Sprint: 1234567890@messaging.sprintpcs.com

Verizon: <u>1234567890@vzvmg.biz</u>

AT&T: 1234567890@txt.att.net

T-Mobile: 1234567890@tmomail.net

For additional carriers not listed above, please visit: <u>http://www.notepage.net/smtp.htm</u>

e.Notify Self Registration Login				
Cell # @ Carrier Name:	1234567890@vtext.com			
Password:	•••••	^		
		a		
	Log In	Cancel		

3. Select the **Update Contact Info** button.

What Would You Like to Do?	Sign Up for Notifications	
sign Up for Notifications	Event Name Save	Select

4. Select the red **X Delete** button.

What Would You Like to Do?	Would You Like to Do?		
	Update		
	Personal and Contact Information		
	First Name Ryan		
	Last Name Bond		
Sign Up for Update Contact Notifications Info	Company		
	Location		
	City		
	State		
	Zip Code		
	Phone Number: Home		
	Phone Number: Cell 123-456-7890		
	0 X +		
	Update Information Delete		

5. When prompted with **Are you sure you want to delete your registration?** Select the **OK** button.



6. You will return to the login screen; however at this point you have deleted all of your personal information and will no longer receive Inova text notifications at your old phone number.

e.Notify Self Registration Login				
Cell # @ Carrier Name:	1234567890@vtext.com			
Password:				
		3		
	Log In	Cancel		

7. Re-register (basically, starting from scratch) by following the <u>Contractor Registration</u> <u>Instructions</u> using your new cell phone number.