

## Everbridge: How to Update Your Profile

All Staff

Video Tutorial:

**1** Login to <http://myaccess.ucsf.edu> and login with your MyAccess account

**2** Search: *Everbridge Member Portal*  
 ★ Everbridge Member Portal

Edit Profile - (e.g., add email, cell phone number and/or contact order preferences)

**3** Click → **Edit**

**4**

**a** Select personal cell SMS

**b** Update telephone # in this field

**c** Green = message turned on

**d** White = WILL NOT receive message

**5** Save

### Optional: Quiet Time Patterns

(Example below: Sunday Church Service, set quiet time from 8am-4pm every Sunday)

**1** Follow steps 1-3 above

**2** Click on the ⊕ (next 4c) and select time zone.

**3** Quiet Time - Mobile Member App

**a.** Name

**b.** Select day(s) for quiet time

**c.** Select 24hrs or time frames

**d.** Click

OK Cancel

**4** Save