1. Log in to C2HR
   http://vu.edu/c2hr

2. Select ‘Personal Profile’

3. Select ‘Edit’ at the bottom of the page

4. Enter contact info in the ‘Personal Contact Information’ section:
   - 1) Phone #s
   - 2) Personal Email
   - 3) Checkboxes for phone call or text msg

5. Select Next at the bottom of the page

6. Finally, select Confirm to save your entries