

How to Receive CodeRED Alert Messages via Text

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PURPOSE

This is for teammates to check their Work Contact Information to see if they have a Mobile Phone that can be forwarded to CodeRED and, thus, that teammate can receive text messages about Alerts.

LOG IN TO WORKDAY (EMPLOYEE WORK CENTER)

1. Log in to Workday (Employee Work Center) from this page, <http://link.nebraska.gov/>.
 - a. **If you have an @nebraska.gov email**, click the first link that says, “Log in with your @nebraska.gov email.” On the next screen, type your email address and your email address password.
 - b. **If you do NOT have an @nebraska.gov email**, click the second link that says, “Log in with your User Name / Workday password.” On the next screen, type your User Name and Workday password.
 - i. If you do not remember your User Name, contact your Agency HR staff to find out who can locate your User Name in Workday.
2. Click Sign In (or press Enter).

CODERED PHONE NUMBER CRITERIA

To receive Nebraska State Patrol CodeRED alert messages as a text message on your cell phone, your contact information in Workday must meet the following criteria:

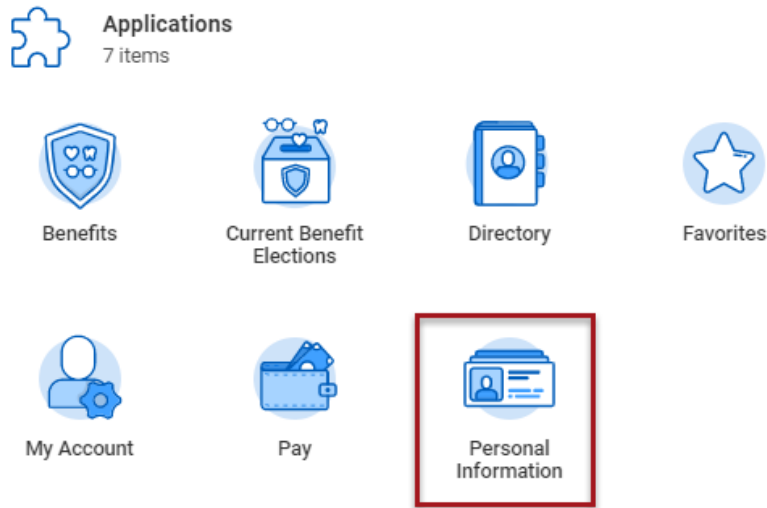
- a. Your cell phone number must be listed in the Work Contact Information section in Workday *, and
- b. The phone device type must be set to “Mobile”, and
- c. The phone number visibility must remain on the default setting of “Public”.

* CodeRED only receives information populated from the “Work Contact Information” fields in Workday. No information in the “Personal Contact Information” fields are shared with CodeRED.

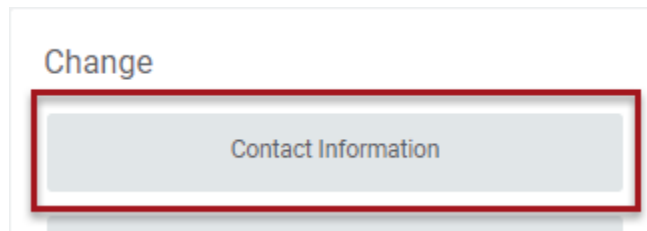
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CONFIRM WORK CONTACT INFORMATION

1. From the home screen, click “Personal Information” in the Applications list.



2. On the left side of the screen, in the Change list, click “Contact Information”.



3. From your “My Contact Information” page, scroll down to the “Work Contact Information” section to review the information listed for phones.
 - a. If your cell phone number is listed as a mobile device and the visibility is public, then you do not need to make any changes.

Work Contact Information

The screenshot shows the 'Work Contact Information' section with a table of phone numbers. Three red callout boxes with white text point to specific details in the table:

- Callout 1: "Is your cell phone listed?" points to the phone number +1 402-471-#### in the second row.
- Callout 2: "Is the Device Type set to 'Mobile'?" points to the 'Mobile' device type in the second row.
- Callout 3: "Does Visibility say 'Public'?" points to the 'Public' visibility setting in the second row.

Phone Number	Device	Usage	Visibility
+1 402-471-####	Telephone	Work (Primary)	Public
+1 402-471-####	Mobile	Work	Public

- b. If your cell phone number is not listed or needs to be updated proceed to step 4.


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ADD OR EDIT CONTACT INFORMATION

1. Scroll to the top of the page and click Edit near the top left corner of the page.
2. Scroll down to the “Work Contact Information” section to find the Primary Phone or Additional Phone.



Work Contact Information

Primary Phone

Phone 

+1 402-471-#### (Telephone)

Additional Phone

Phone  

+1 402-471-#### (Mobile)

3. To edit a phone number, click the pencil icon to the right of the phone number.
4. Update your contact information as shown in the illustration.
 - a. If you are entering a cell phone number, select Mobile in the Phone Device field.

Phone Device *

Mobile ▼

- NOTE: The default is Telephone, which is for desk phones. Phone numbers with the Device set to Telephone will not receive the CodeRED text messages.
- b. Type your phone number using only numbers, do not use parentheses, dashes, spaces, or periods. Workday will automatically format the number. (The number symbols shown below are for example only.)

Phone Number *

402471####

5. To add more phone numbers, click the Add button under Additional Phone and fill in the fields as outlined above.
6. When you are done updating your contact information, scroll to the bottom of the page and click Submit to save your changes.
7. After you click Submit, you may Sign Out of Workday.