Employee Alerts

In April 2014, City Council passed a resolution requiring all bureaus to collect employee contact information, including personal telephone numbers, email addresses, and devices capable of receiving text messages, and that the information would be safeguarded and only used to contact employees in an emergency, like a city office closure due to inclement weather or an earthquake.

Employee Alerts

1. Access the SAP CityLink Portal
   https://www.portlandoregon.gov/employee/
   - Click SAP CityLink Portal under Employee Services, login when/if prompted
   - Click "Personal Information"

Employee Alerts

2. Navigate to communication information:

- Select "My Communication Information" from the list of options and you should end up on this Communications page
- Click the Edit button to begin editing

Employee Alerts

3. Update you contact information:

- Personal email
- Home phone (required)
- Work mobile
- Personal mobile

(note: to receive text alerts you must enter a number here, even if you already entered your cell as your home number)

- Other phone numbers
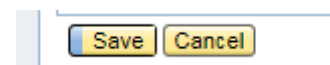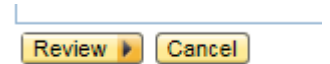
Employee Alerts

4. Save the updated information:

- First click review at the bottom of the form
- Review the information, ensure it's correct
- Press Save at the bottom of the form

Review ▶ Cancel

Save Cancel

Soon after the 1st of the next month your contact information will be updated in the City's alerting system. Thank you!

PBEM