Directions to Put Your Information in the Emergency Notification System

- 1) Go to the District's website: <u>www.vcccd.edu</u>
- 2) Access the Portal.



3) Log in to the Portal.

	VCCCCD		
Username	Sign up for an account	Sign up and Log in help	
Password	Student Support	E Faculty Support	
Login	Forgot username? Forgot password		
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4) Select the Work Life tab.

<u>MyVCCCD</u>		
MyCollege	\bigcap	Outlook Webmall HR Tools
MyCollege	Work Life	Employee Information
Personal Alerts		S Campus Announcements
Announcements You currently have no announcements.	All	 Moorpark College VCCCD Seeking Part-Time Student Specialist VCCCD 2015 Biometric Screening Campaign Moment of Silence, October 8, 11 A.M Tragedy at Umpqua Community College Devid Mirror Streen Director of Screening Campaign

5) Select Personal Information under My Applications - Self Service.

MyVCCCD		
Work Life		Outlook Webmall HR Tool
MyCollege	Work Life	Employee Information
My Applications Banner Applications Banner Report Viewer	Personal Alerts Announcements You currently have no announcements.	All
Student Success Checklist New! Banner Testing Tab Self Service Main Menu Personal Information Employee Services External Applications	Time Reporting Time Sheet Senior Administrative Assist, MCU023-07 Classified Monthly, 0, Duo Data : Oct 14	0 - MOORPARK COLLEGE, 1

6) Select Maintain Emergency Alert Information.

- MWCCCD		

Personal Information Student Services Employee Services	
Search Go	RETURN TO MENU SITE MAP EXIT
Personal Information Menu	
 View Address(es) and Phone(s) Update Address(es) and Phone(s) View E-mail Address(es) View E-mail Address(es) Maintain Emergency Alert Information Use this form to update your emergency contact information in order to be alerted in the case of an emergency. 	

7) Ensure the contact phone numbers are correct.

Personal Information Student Services Employee Services		
Search Go	MAIN MENU SITE MAP	EXIT
Emergency Contact Information Maintenance		

Update and Verify Your Notification Phone Numbers

Emergency Notification information is required unless you wish to opt out. This information will be used to notify you regarding <u>emergency notifications</u> and important student services like counseling, financial aid and tutoring appointments. Click the "Save Changes or Verify Numbers" button below to confirm and/or change your phone numbers or opt out.

Information below **must be for the student attending classes** and **NOT parent or other emergency contacts**. This will be used in the event of an emergency or <u>important student services</u> ON CAMPUS and intended for immediate notification and emergency instructions.

ve	Usage	Area Code	Phone Number (No Dashes)		
x	Cell Number (Text Msg & Voice Msg)				
×	Home Number (Voice Msg Only)				
OUT					

I am not providing a phone number for emergency notification or for important academic alerts. I realize that in making this choice I am deciding that the district will not be able to reach me in the event of an emergency. Selecting this option will clear any emergency numbers listed above.

Save Changes or Verify Numbers

Notifications will be sent as SMS "Text Messages". Standard text message charges may apply from your wireless provider, depending on your text message plan.