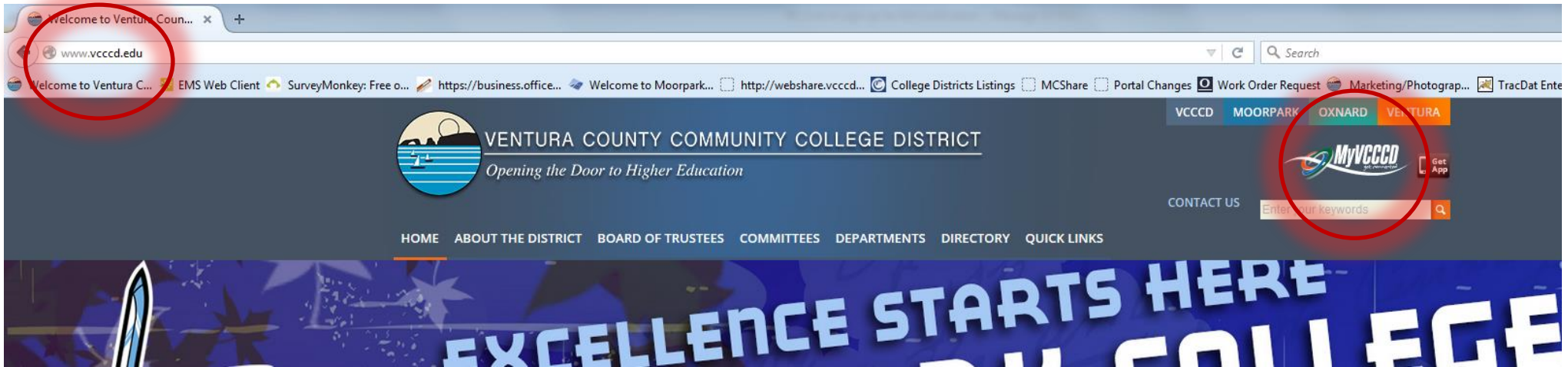


Directions to Put Your Information in the Emergency Notification System

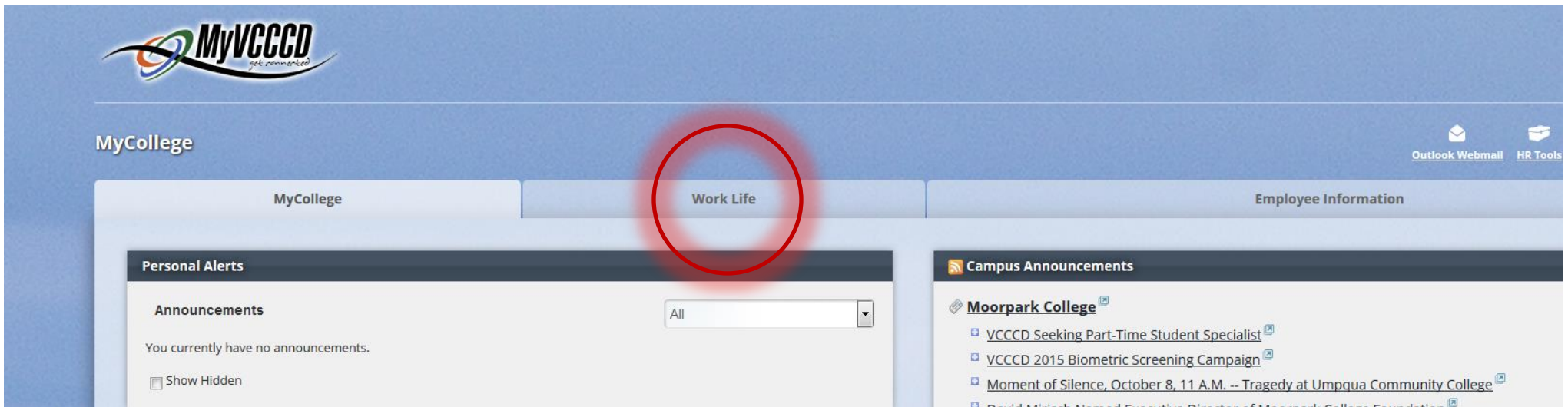
- 1) Go to the District's website: www.vcccd.edu
- 2) Access the Portal.



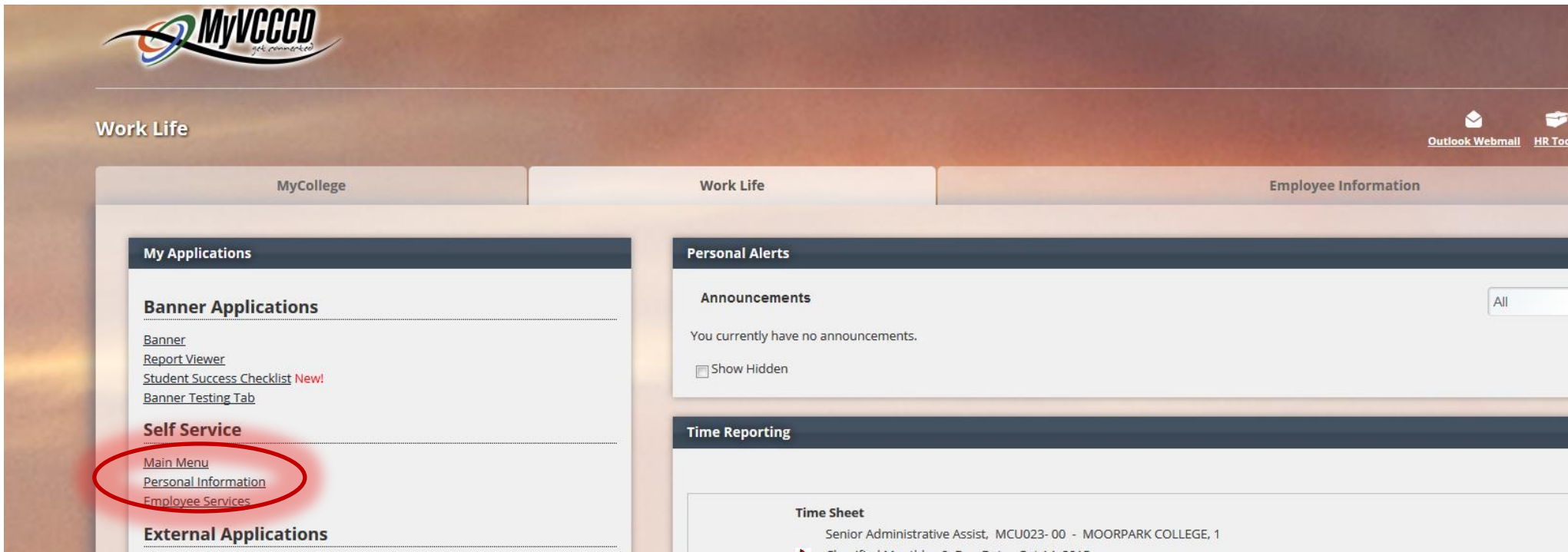
- 3) Log in to the Portal.




4) Select the Work Life tab.



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



6) Select Maintain Emergency Alert Information.



Personal Information | Student Services | Employee Services

Search

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Personal Information Menu

- [View Address\(es\) and Phone\(s\)](#)
- [Update Address\(es\) and Phone\(s\)](#)
- [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

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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 [emergency notifications](#) 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 [important student services](#) ON CAMPUS and intended for immediate notification and emergency instructions.

Notification Phone Numbers on File:

Remove	Usage	Area Code	Phone Number (No Dashes)
<input type="checkbox"/>	Cell Number (Text Msg & Voice Msg)	████	████████
<input type="checkbox"/>	Home Number (Voice Msg Only)	████	████████

TO OPT 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.**

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