

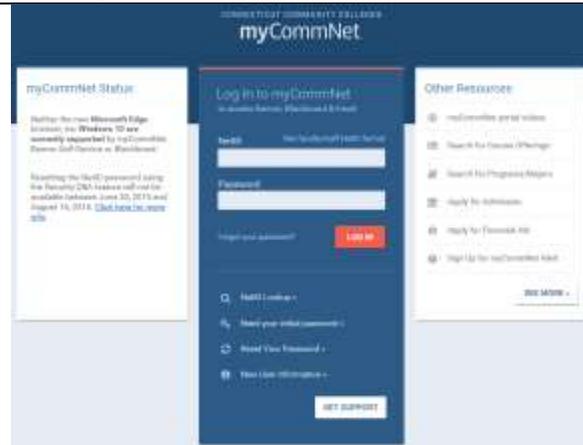


## Updating your myCommNet Alert Emergency Notification Information.

**Housatonic Community College** will use an update service to provide emergency alerts via **myCommNet** Alert. This system enables **HCC** to deliver critical information to our campus about emergencies and weather-related closings and delays, through multiple contact methods—including email and phone calls, in addition to text messaging\* - to students, staff, and faculty.

\*Text message costs will follow your calling plan's terms for text messages. In some cases, a message may result in two or more SMS / Texts being received.

1. Begin by logging into the myCommNet portal for the community colleges



You will see the **myCommNet** Alert module right on the Home page.

Both students and employees will be prompted periodically to check and confirm your contact information.

2. To access the update form, click the **myCommNet Alert** link.



You will see the list of colleges with which you are affiliated. You need to choose the first college in the list--you do not need to update your contact information separately for each one.

You will be on the **myCommNet Alert Update Page**. When you visit this form, it is in "UPDATE" mode by default. The first time you are presented with this form, you will see the default information that is on record in Banner for you with the college.



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3. Enter any new additional contact information in the lower part of the form. Once you have updated your contact information, click the "Submit" button at the bottom of the form

The screenshot shows a web form titled "myCommNet Alert Update Page". At the top, there is a navigation bar with "myCommNet" and "Alert Update" links. Below the title, there is a yellow banner with text: "An updated myCommNet Alert Emergency Notification Information is required for all students, staff, and employees to receive a message through multiple contact methods, including email, text messaging, and phone calls." Below this, there is a section for "Update your Emergency Notification contact information in the fields below, then click Submit." The form includes fields for Name, Address, Home Phone, Primary Email, Secondary Email, Primary Cell, Secondary Cell, Primary Text, and Secondary Text. There are "Submit" and "Cancel" buttons at the bottom. A note states: "Students will see an 'Opt Out' option if you do NOT opt to receive notifications. Employees may not opt-out of notifications."

If your information is correct, simply click "Submit" at the bottom of the form.

Students will see an "Opt Out" radio button. If you click this and "Submit", you will not receive any emergency messages, including weather-closing messages. Employees (including staff, as well as fulltime faculty and adjuncts) will not see an "Opt Out" button.

Students can update their home address or home phone in Banner Self-Service by going to "Personal Information", "Update Address (es) and Phone(s)." Employees cannot update their home address, home phone number, or primary email address. To do that, please contact your local HR director.