

5800 Fulton Avenue Valley Glen, California 91401-4096

# HOW TO SIGN UP FOR LAVC EMERGENCY TEXT MESSAGES

## FACULTY/STAFF INSTRUCTIONS

If you would like to receive emergency alerts from LAVC via Blackboard Connect, enter/update your information on the LACCD Portal. *If you recall entering your information previously, please double check that your emergency contact information is correct in the Portal.* 

The following are instructions on how to update your emergency contact information:

STEP 1: USE A COLLEGE COMPUTER, NOT FROM HOME!

STEP 2: GO TO THE LAVC HOME PAGE <a href="http://www.lavc.edu/">http://www.lavc.edu/</a>



# STEP 4: CLICK ON NEW! LACCD Portal



OS ANGELES: LOUIS		LACCD	
THIN COLLEGE	User * Password *	Log On	

## STEP 5: LOG IN: Use the same user name you use to normally log in.

#### STEP 6: UNDER "Employee Services" CLICK ON <u>My Emergency Contact (\*\*NEW)</u>

Employee Services Manage your personal data, manage your working time. email address, view your pa your insurance beneficiaries Quick Links	benefits information, tax information and You can also update personal and private ystub, your benefits statement and update	 Manager Services Manage your team data and manage your associated with the employees in your tean behalf of these employees. Approve team performance appraisals, monitor employee initiate personnel change requests and vie			
My Paystub My Bank Information My Beneficiaries My Benefits Statement My Personal Data My Time Sheet Entry My Quota Statement	My W-2 Statement My Tax Information(W-1) My Email Address List My Contact/Address My Emergency Contact (**NEW) My Warrant Recipient Designation My Health Plan Calculator (NEW**)	Quick Links Time Sheet Approval Manager Desktop Reporting My Budget Reports	<u>Att</u> <u>En</u> <u>PC</u>		

STEP 7: WHEN THE EMERGENCY CONTACT INFORMATION SCREEN COMES UP you can add emergency contact information by clicking on "Add Emergency Contact" and/or you can make changes by clicking on "Change".

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Overview Employee Name:			Employee#: Show Full Emp#			±							
nformation	rmation ₽ Emergency Contact Information												
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nk Information												" Change	Delete
ntact/Address ergency Contact		If you would like to add emergency address, please click here						Add Emergency Contact		C Refresh			
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To receive TEXT messages you must OPT IN for SMS Messaging for Emergency Contact. In the box for SMS Phone: Insert the cell phone number that you want to receive text messages on.

🖶 Update SMS/Emergency Contact Information for yourself					
Contact Person* :	Precieve SMS on Cell Phone				
Street* :	$\hfill\square$ Check this box to copy the number from cell phone field.				
Address line2:	SMS Phone :				
City* :	SMS Messaging for Emergency Contact:				
State* :	Ø Opt in X Opt Out				
Country* :	Currently you Opted In for SMS messaging.				
ZIP Code* :	*** CMC Delivery: By colocting this option standard text				
Home Phone :	messaging rates may apply based on your subscriber				
Cell Phone :	plan with your mobile phone carrier. As text message				
Work Phone :	such delivery is not guaranteed. You may opt out of SMS				
ext.	delivery at any time by changing the SMS preference				
Home Fax#	on your Account.				
* required field					

#### **STEP 8: CLICK THE SAVE box.**

## STEP 9: CLICK ON "CONFIRM"

If you have any questions, please feel free to contact LAVC Administrative Services at <u>AdminServices@lavc.edu</u>.