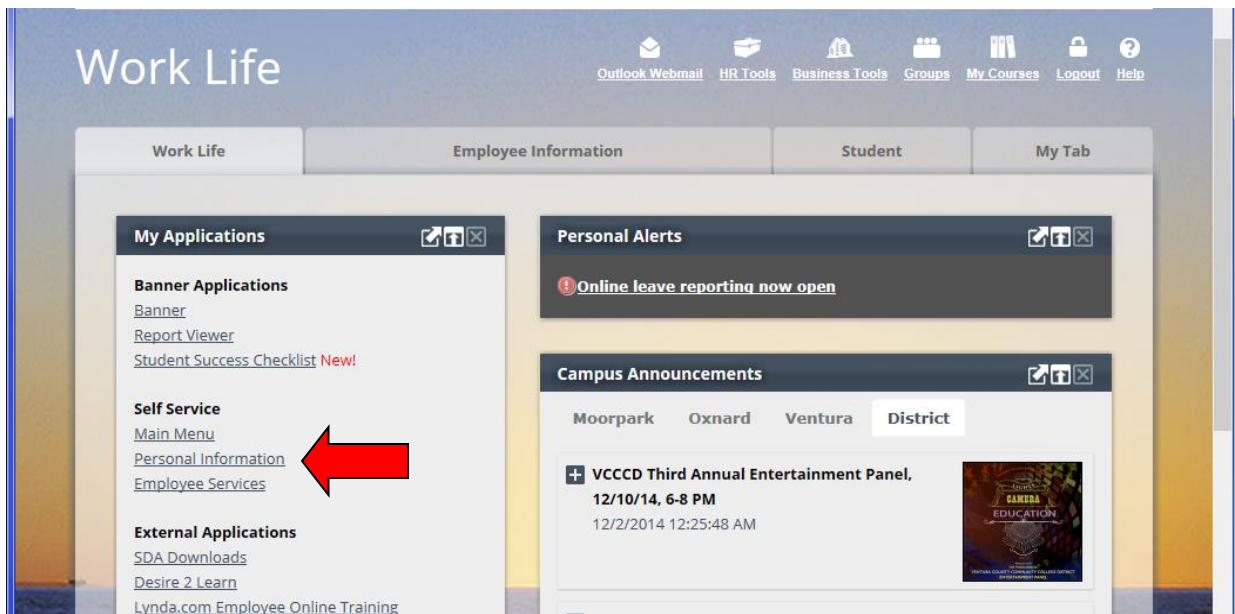


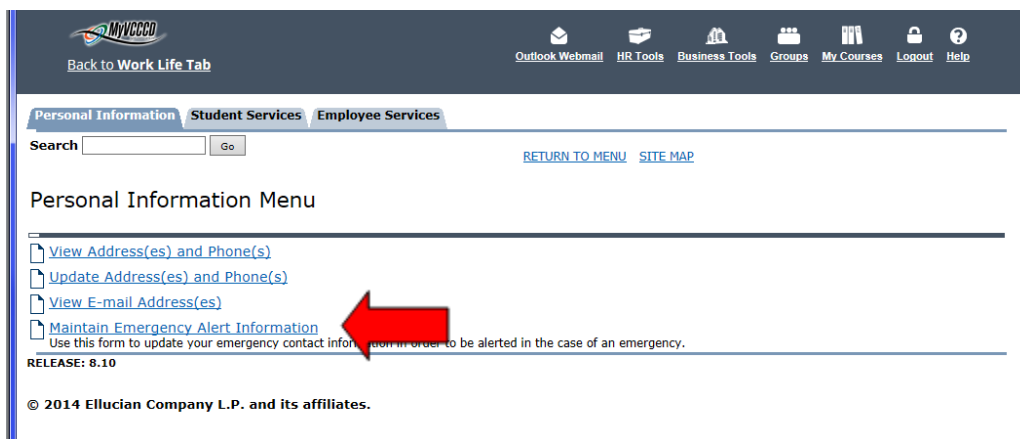
How to Opt-in/Update Phone Information for Emergency Mass Notifications From Blackboard Connect

The District utilizes Blackboard Connect to send emergency mass notification messages. These instructions are for staff/faculty members. You may elect to receive messages by taking the following steps:

1. Log into the portal by going to <http://my.vcccd.edu/> and entering your credentials.
2. From the Work Life tab, under the Personal Services section, click on 'Personal Information.' A new window will open.



3. From the next screen, click on "Maintain Emergency Alert Information."



4. Enter or edit your information as necessary. Be sure to click the 'save changes' button when through.

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Emergency Contact Information


Cell Phone and Emergency Notification Maintenance

The following information will only be used to contact you in case of an emergency.

TO OPT OUT:
 I am not providing a phone number for emergency notification. If I do not provide a number, 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 below.

Emergency Phone Numbers on File:

Remove	Usage	Area Code	Phone Number (No Dashes)
<input type="checkbox"/>	Cell Number (Text Msg & Voice Msg)	<input type="text" value="805"/>	<input type="text" value="3027906"/>
<input type="checkbox"/>	Home Number (Voice Msg Only)	<input type="text" value="805"/>	<input type="text" value="6527751"/>



RELEASE: 8.10

If you have any trouble with your information, or are not sure you have opted in for emergency notifications, please contact Rita McKinney at 805-652-7751 or rmckinney@vccd.edu.