Introduction

My Emergency Notifications is a self service application that allows Holy Cross employees the ability to maintain the contact information the Connect Ed system will use to notify the College community in the event of an urgent matter on campus. This information is only for use by the emergency notification system and Human Resources.

My Emergency Notifications

To add or update your contact information on the My Emergency Notifications page, you need to have a network id and password. The following instructions can be used with any computer on campus.

1. Launch a web browser, either Mozilla FireFox or Internet Explorer and navigate to Holycross.edu
2. Click on "Faculty & Staff" at the top of the page
3. Click the purple Log In button located in the upper right portion of the Holy Cross home page
4. Click the link for **Human Resources (HR) – Self Service** located under the Employee Resources heading on the left side of the page
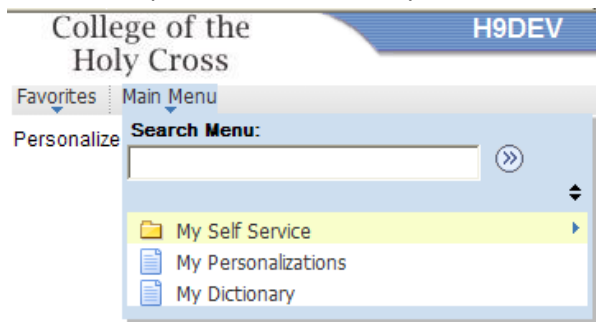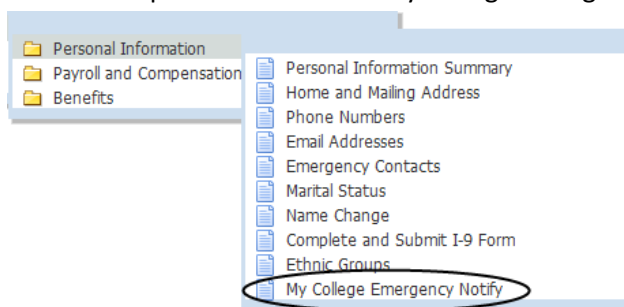5. Enter in your network id and network password and click Sign In

6. Underneath College of the Holy Cross click Main Menu

7. From this expanded menu click My Self Service

8. From this expanded menu click Personal Information
9. From this expanded menu click My College Emergency Notify

10. You will then be presented with a screen that allows you to enter in various contact information that the system will use to contact you in the event of an emergency or situation on campus.

View College Communications

View Emergency Notifications

John Doe

To ensure your safety and well being, it is vitally important that your current contact information is up to date. You can provide up to three phone numbers, two email addresses, and one number for text messages. If the number for text messages is the same as your mobile number, check the "Same as mobile phone number" box and the number will populate for you; all other phone numbers will be called in the event of an urgent situation on campus anytime day or night.

This information is only for use by the Emergency Notification System and Human Resources.

Telephone Numbers

Office #: 508/793-2011   Alt Office #:

Mobile #:   Alt Mobile #:

Home #:   Alt Home #:

TTY/TDD #:   *Primary #: Office # ▼

Email Addresses

Email Address: jdoe@holycross.edu

Alternate Email:

SMS Texting

☐ Same as mobile phone number

Phone Number:

Save
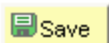
11. You must have at least one phone number and email address in the system. You also need to select a primary contact number. This number will be called anytime there is a message from the College sent through this system.

12. If you are new employee or if you've never entered in any information for the system before your office number and work email address will be filled in automatically for you. The primary # will default to your office number.

13. Enter in any additional contact information that you would like to have the system contact you on.

14. If you have a cellular telephone that can receive text messages, then you can either enter in that number in the SMS Texting box, or if you've already provided that number in the Mobile # field,

you can simply check the ☐ **Same as mobile phone number** check box and that number will be copied automatically down for you.

15. If you attempt to set your primary contact number to a blank field, the system will warn you that you have to provide a number for that primary contact number. The system will not save your information until you do.

16. If your email address is empty or incorrect, please contact Human Resources at 508.793.3391 to get it corrected.

17. When you are done updating your information, click the [Save] button to save your information.