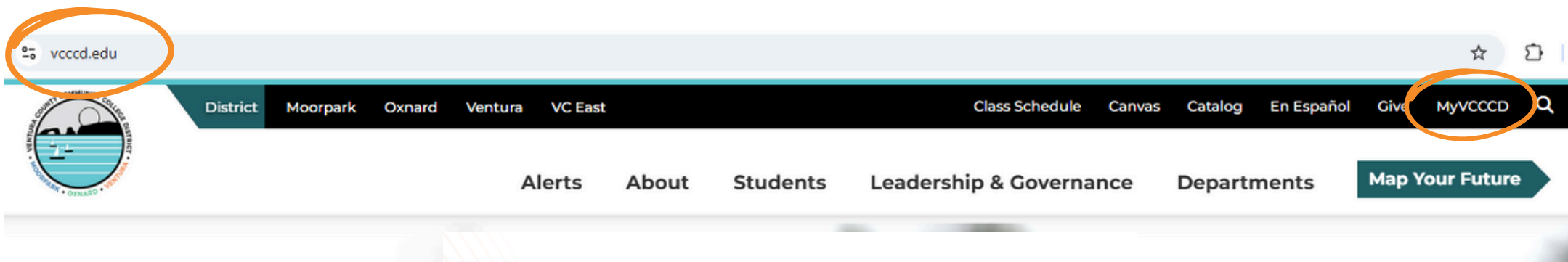




Directions to Put Your Information in the Emergency Notification System

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



- 3) Log in to the Portal.

Log in to MyVCCCD portal

Username

Password

[Forgot Password?](#) | [Forgot Username?](#)

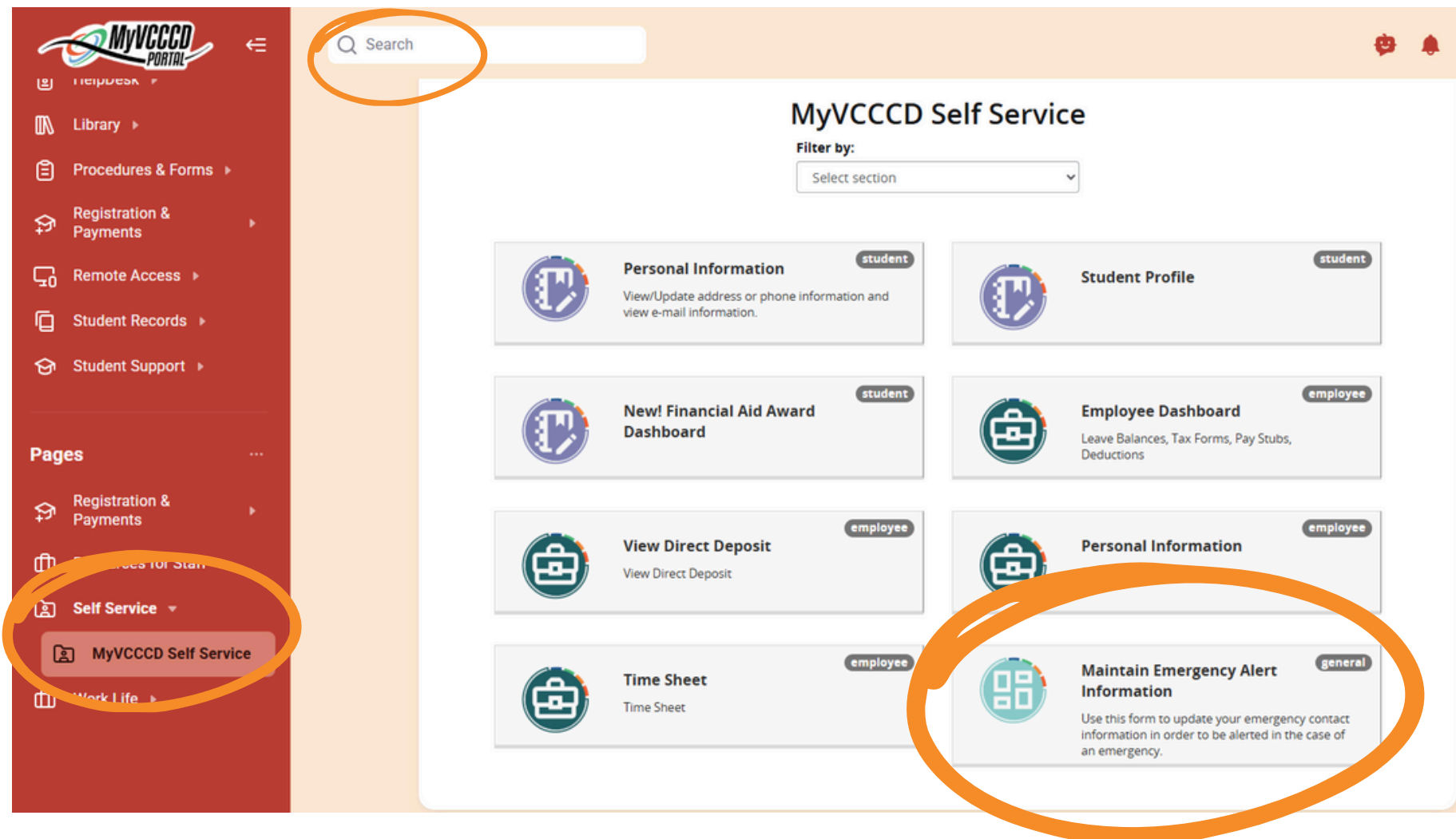
Login

[Sign up for an account](#)

[Help with login](#)

4) Go to: Pages > Self Service > **'MyVCCCD Self Service'** or search **'MyVCCCD Self Service'** in the search bar.

5) Once in the **'MyVCCCD Self Service'** portal, locate and click on **'Maintain Emergency Alert Information'**.





6) Ensure your contact phone numbers are correct.

Update and Verify Your Notification Phone Numbers

Emergency notification information is mandatory unless you opt out. This information will be used for [emergency notifications](#) and important student services like counseling, financial aid and tutoring appointments. District employees will only receive emergency notifications. Confirm and/or edit your contact details or opt out then click "Save Changes or Verify Numbers" below.

Contact information must be for **students or district employees**, not parents or other emergency contacts. It will be used to provide immediate alerts and instructions for ON CAMPUS emergencies and vital student services.

Notification Phone Numbers on File:

Remove	Usage	Area Code	Phone Number
X	Cell Number (Text Msg & Voice Msg)		
X	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.**

Save Changes

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