

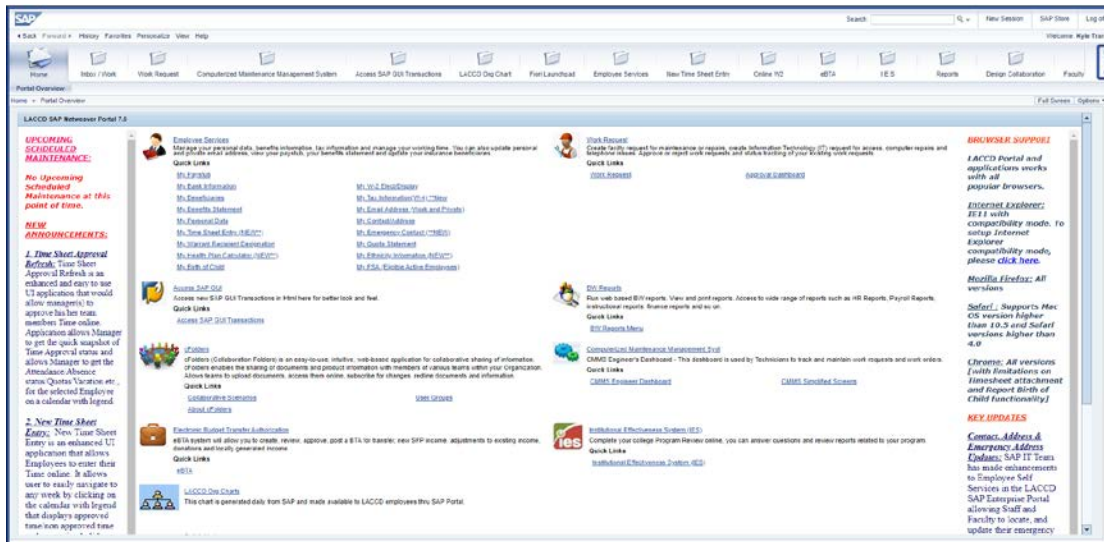
# How to update your emergency notification system phone number

- 1.) Look for the District Applications icon on your administrative office computer.



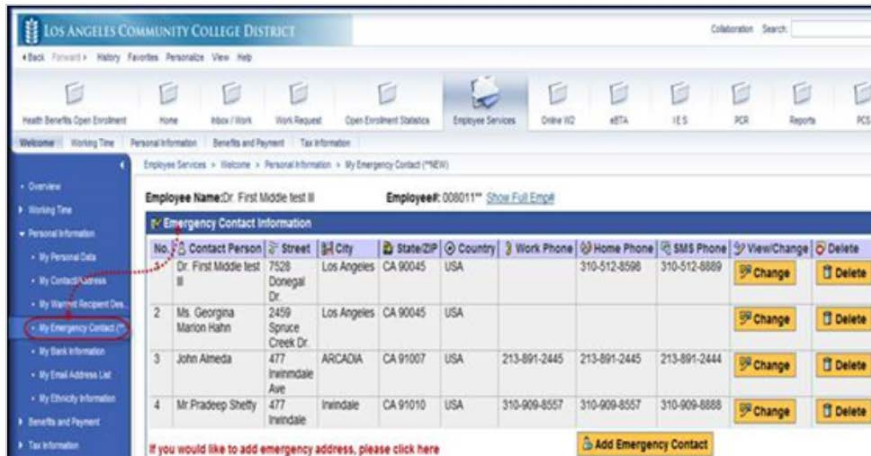
- 2.) Click on LACCD Portal icon to access your SAP login.
- 3.) Login with your SAP account, if you do not know your SAP account you can reset your password which will send an email to your LACCD email account for you to update your password.
- 4.) Once you are logged in, you will see the following interface. (Figure 1.0)

Figure 1.0



- 5.) Select on "My Emergency Contact", where you will see the dashboard with your emergency contact names. Select the "Change" button" to view your emergency information.

Figure 1.1



- Employees will be able to update their contact information as well as providing an emergency notification number. Complete the personal contact information and click on save, then enter the SMS phone number and click on the "Opt In" button. You will receive an email to notify you that your information has been added successfully into the District system. All information processed through the District system will automatically sync with the Blackboard Connect system. Please beware that it's your responsibility to log back into the LACCD portal to update your cell phone if your number has changed.

Figure 1.2



If you have any problems or questions regarding the emergency text notification system, please contact (323) 265-3750.

For assistance or recommendations contact regarding the Emergency Notification System, please contact the Information Technology Department at (323) 265-8700 or [ithelpdesk@elac.edu](mailto:ithelpdesk@elac.edu).