



Los Angeles Valley College

5800 Fulton Avenue

Valley Glen, California 91401-4096

HOW TO SIGN UP FOR LAVC EMERGENCY TEXT MESSAGES

FACULTY/STAFF INSTRUCTIONS

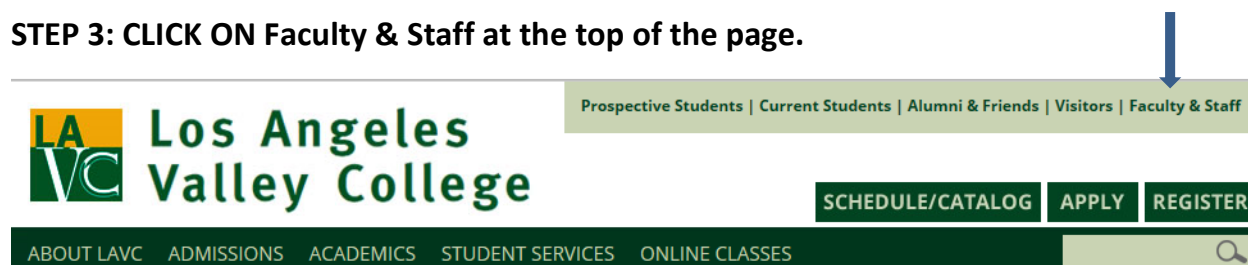
If you would like to receive emergency alerts from LAVC via Blackboard Connect, enter/update your information on the LACCD Portal. *If you recall entering your information previously, please double check that your emergency contact information is correct in the Portal.*

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

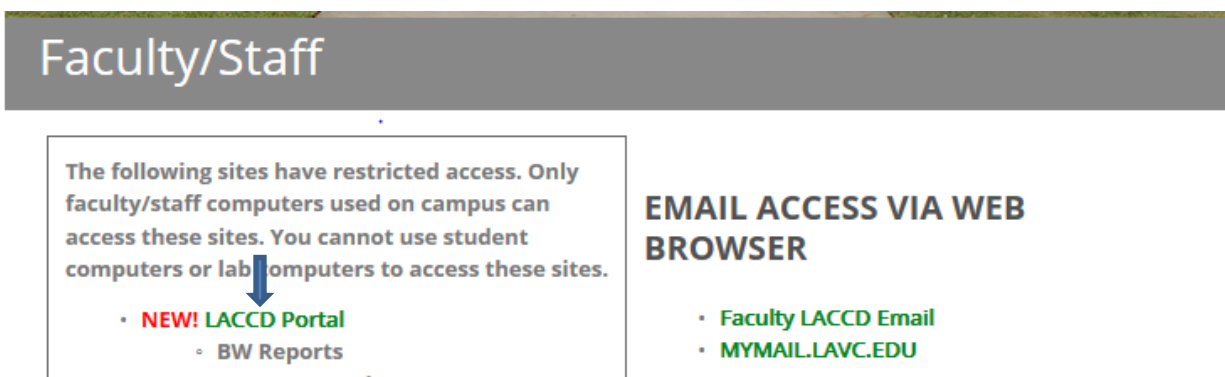
STEP 1: USE A COLLEGE COMPUTER, NOT FROM HOME!

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

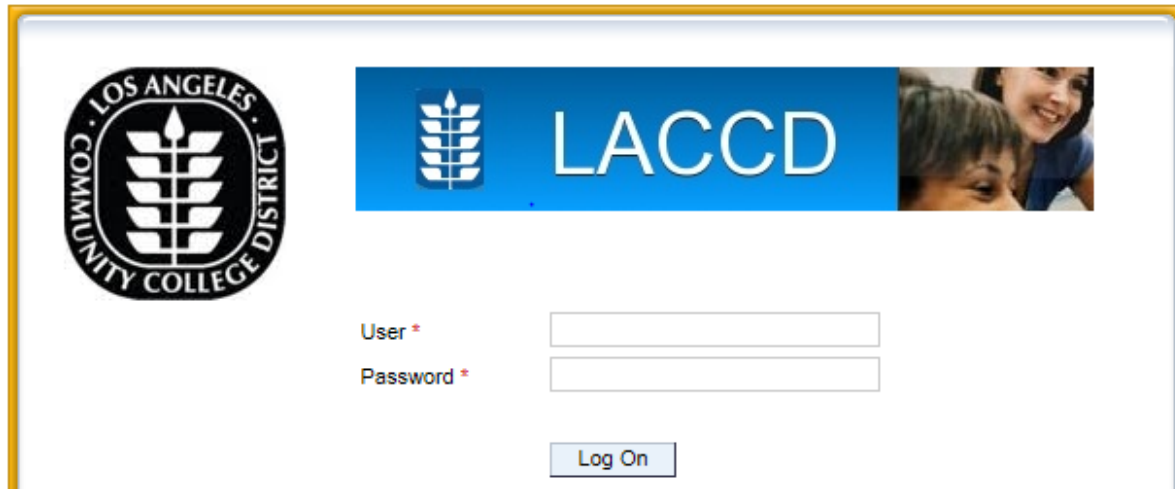
STEP 3: CLICK ON Faculty & Staff at the top of the page.



STEP 4: CLICK ON **NEW! [LACCD Portal](#)**



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

The image shows the LACCD login page. On the left is the Los Angeles Community College District logo. To its right is a blue banner with the LACCD logo and a photo of two children. Below the banner are two input fields labeled 'User *' and 'Password *'. A 'Log On' button is centered below the password field.

STEP 6: UNDER “Employee Services” CLICK ON My Emergency Contact (NEW)**



Employee Services
Manage your personal data, benefits information, tax information and manage your working time. You can also update personal and private email address, view your paystub, your benefits statement and update your insurance beneficiaries.

Quick Links

[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\(W-2\)](#)
[My Email Address List](#)
[My Contact/Address](#)
[My Emergency Contact \(**NEW\)](#)
[My Warrant Recipient Designation](#)
[My Health Plan Calculator \(NEW**\)](#)



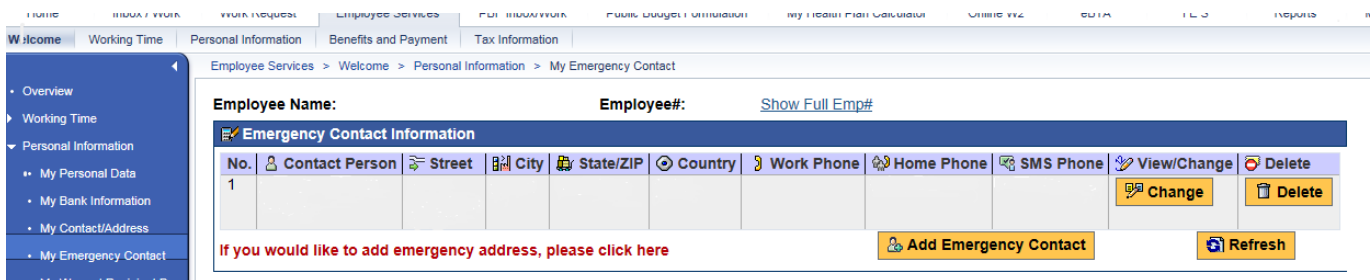
Manager Services
Manage your team data and manage your associated with the employees in your team behalf of these employees. Approve team performance appraisals, monitor employee initiate personnel change requests and vie

Quick Links

[Time Sheet Approval](#)
[Manager Desktop](#)
[Reporting](#)
[My Budget Reports](#)

[Att](#)
[En](#)
[PC](#)
[EA](#)

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”.

The image shows the 'My Emergency Contact' screen in the LACCD system. It includes a navigation menu on the left with options like Overview, Working Time, Personal Information, and Benefits and Payment. The main content area shows the 'Employee Name' and 'Employee#' fields. Below these is a table titled 'Emergency Contact Information' with columns for No., Contact Person, Street, City, State/ZIP, Country, Work Phone, Home Phone, and SMS Phone. The table has one row with the number '1' in the 'No.' column. To the right of the table are buttons for 'View/Change' and 'Delete'. Below the table, there is a red text prompt: 'If you would like to add emergency address, please click here'. At the bottom right, there are two buttons: 'Add Emergency Contact' and 'Refresh'.

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* :

Street* :

Address line2:

City* :

State* :

Country* :

ZIP Code* :

Home Phone :

Cell Phone :

Work Phone :

ext.

Home Fax#

* required field

 Save

 Cancel

 Recieve SMS on Cell Phone

☐ Check this box to copy the number from cell phone field.

SMS Phone :

SMS Messaging for Emergency Contact:

 Opt in

 Opt Out

Currently you Opted In for SMS messaging.

*** SMS Delivery: By selecting this option standard text messaging rates may apply based on your subscriber plan with your mobile phone carrier. As text message delivery is subject to mobile carrier network availability, such delivery is not guaranteed.You may opt out of SMS delivery at any time by changing the SMS preference on your Account.

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 AdminServices@lavc.edu.

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