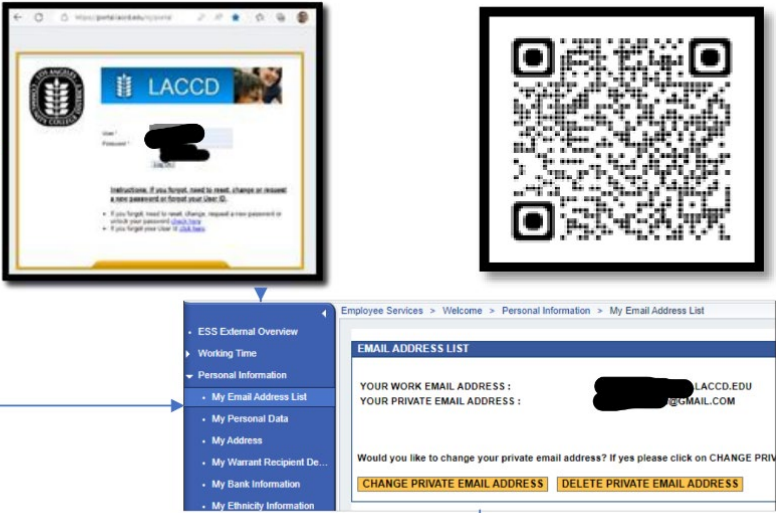




How to Opt In for Text Message through SAP (rev 1/29/2026)

To ensure you receive important text message, add your cell number to the SAP portal and “Opt In” to receive SMS Messaging/Voice messages for Emergency Contact.

| Text | Image |
|---|--|
| <p>Step 1</p> <p>Log into the SAP portal by visiting portal.laccd.edu/irj/portal or scan the QR code with a mobile device.</p> <p>Step 2</p> <p>Under the Employee Services Tab, Click on My Email Address List located on the left-hand side and enter a private non-LACCD email address. This will ensure any LACCD Alerts released will be sent to your selected private email address.</p> |  <p>The image shows three screenshots. The first is the LACCD portal login page with a QR code to its right. The second is the 'My Email Address List' page in the SAP portal, showing a table with columns for 'No.', 'Contact Person', 'Street', 'City', 'State/ZIP', 'Country', 'Work Phone', 'Home Phone', and 'SMS Phone'. The third is the 'Emergency Contact Information' page, which is a table with the same columns as the second screenshot. Below the table is a red text prompt: 'If you would like to add emergency address, please click here' and an 'Add Emergency Contact' button.</p> |
| <p>Step 3</p> <p>Click on My Emergency Contact. Click on Change under the View/ Change column.</p> |  <p>The image shows a screenshot of the 'Emergency Contact Information' page. The 'My Emergency Contact' option is selected in the left-hand navigation menu. The table shows two rows of emergency contacts. The 'Change' button under the 'View/ Change' column for the second row is highlighted.</p> |
| <p>Step 4</p> <p>Enter your cell phone number and click the “opt in” button. This will ensure you receive text messages via LACCD Alert. Click SAVE. Note- Subsequent rows of emergency contacts are not currently added to LACCD Alerts.</p> |  <p>The image shows a screenshot of the 'Receive Voice Messages/SMS Messages' page. There is a checkbox for 'Check this box to copy the number from cell phone field.' Below it is a text field for 'SMS/Voice Message No:'. The 'Opt in' button is highlighted, and the text below it says 'Currently you Opted In for Voice Messages and SMS messaging.' There is also an 'Opt Out' button. A disclaimer at the bottom states: '**** By Opting in you are authorizing to receive a voice message and/or a text message for SMS Delivery. Standard text messaging rates may apply based on your plan with your mobile phone carrier. As text message delivery is subject to carrier network availability, such delivery is not guaranteed. You may opt out of delivery at any time by changing the SMS preference on your Account. Click here for More Information'.</p> |