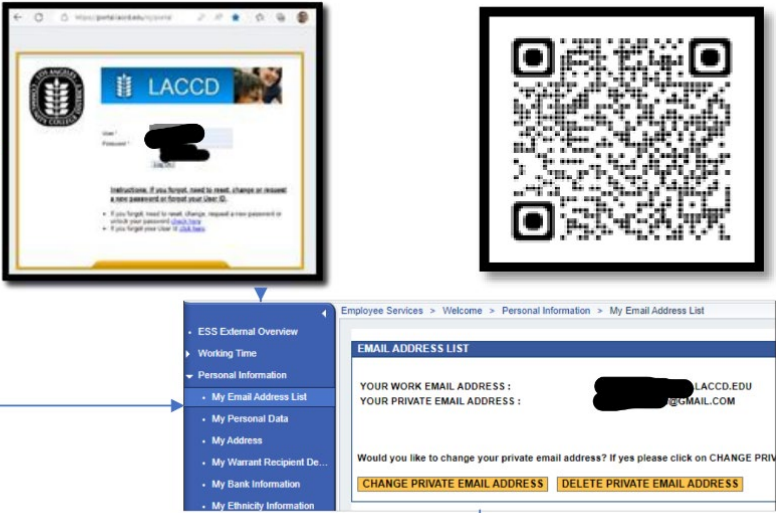




How to Opt In for Text Message through SAP (rev 1/29/2026)

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 two screenshots from the SAP portal. The first screenshot is the login page with the LACCD logo and a QR code. The second screenshot shows the 'My Email Address List' page with a table of email addresses. The table has columns for 'No.', 'Contact Person', 'Street', 'City', 'State/ZIP', 'Country', 'Work Phone', 'Home Phone', and 'SMS Phone'. There are 'Change' and 'Delete' buttons for each row. Below the table is 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 the 'Emergency Contact Information' page. It has a table with columns for 'No.', 'Contact Person', 'Street', 'City', 'State/ZIP', 'Country', 'Work Phone', 'Home Phone', and 'SMS Phone'. There are 'Change' and 'Delete' buttons for each row. Below the table is an 'Add Emergency Contact' button and a 'Refresh' button.</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 the 'Receive Voice Messages/SMS Messages' page. It has 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:'. There are 'Opt In' and 'Opt Out' buttons. Below the buttons is a message: 'Currently you Opted In for Voice Messages and SMS messaging.' At the bottom, there is a disclaimer: '**** 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>