

What is Connect-ED?

- The *Connect-ED* system is a communication service that enables East Georgia College administrators and security personnel to quickly contact all East Georgia College students, faculty and staff with personalized voice and text messages that contain emergency-related campus information (e.g., campus closing, campus threat, health scare, etc.)
- With *Connect-ED*, East Georgia College students can be reached and provided with vital instructions anywhere, any time, through their cell phones, home phones, e-mail, TTY/TDD receiving devices, or other text-receiving devices.
- As a student, faculty or staff member of East Georgia College, you may designate up to six phone numbers to be called in the event of a campus emergency. You may also designate a cellular phone number for receiving campus emergency notifications via text message. Emergency messages will also be delivered to your East Georgia College email address. For East Georgia College students, faculty and staff at the EGC Statesboro Campus, your contact information will also be loaded in the Georgia Southern University *Connect-ED* system so that you can be notified of any emergency-related issues that may occur on the Georgia Southern University campus.
- *Instructions for entering, modifying or removing your contact phone numbers for the Connect-ED system are listed below. Please scroll down the page to display the instructions. If you need assistance or have questions, please contact the East Georgia College Computer Services Department at cswork@ega.edu or the Student Services Help Desk located in the Student Services Building.*
- **NOTE: Your personal contact information will NEVER be shared with third parties. Connect ED notification is reserved for Emergency Use Only; you will only receive-emergency related messages from EGC via Connect-ED**

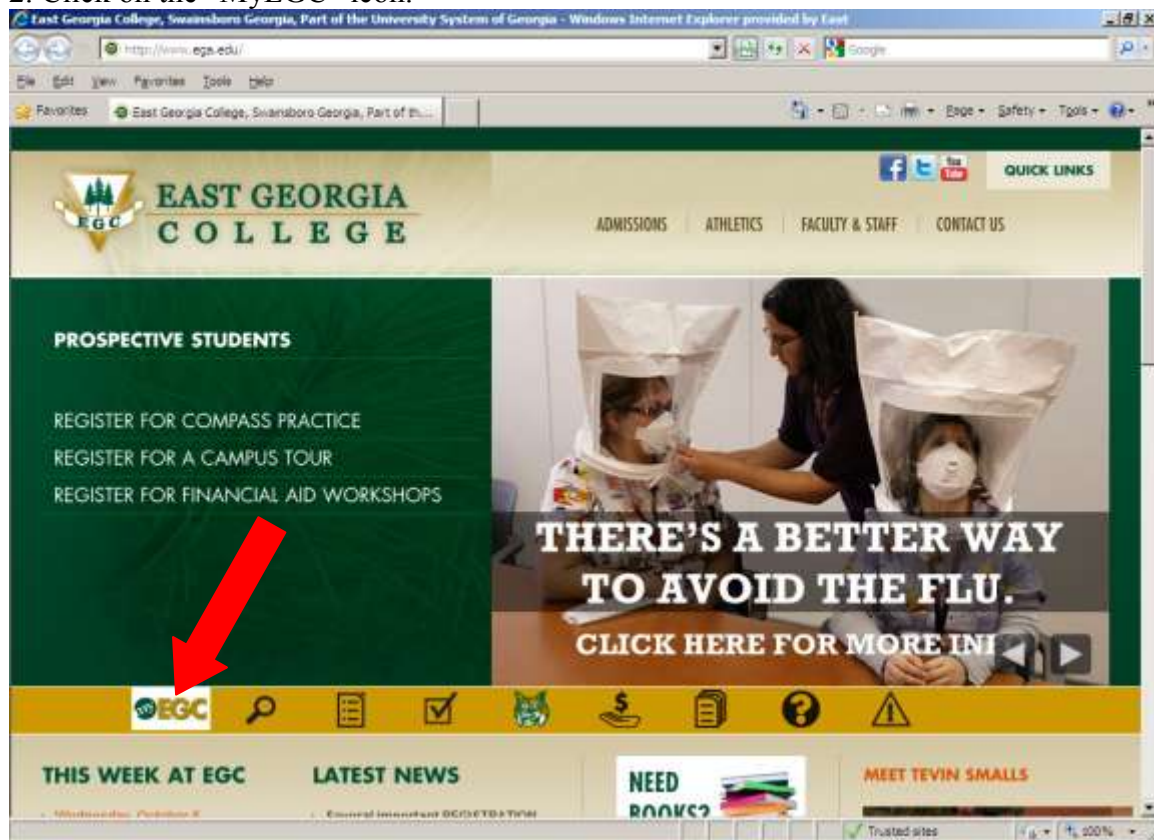
Why should you participate in the Connect-ED notification system?

- During a health scare, campus threat, campus closing or other event in public interest, effective communication with students, faculty and staff has a direct impact on our safety. East Georgia College is utilizing the *Connect-ED* notification service because we recognize the importance of communication before, during and after a situation occurs.
- East Georgia College leadership cares about the safety and quality of education for its students. A communication tool, such as *Connect-ED*, adds to our ability to provide an environment in which students can feel safe and informed.

Instructions for viewing/ changing/ removing your phone numbers for use in the EGC ConnectED Emergency Notification system.

1. Open a web browser to East Georgia College's web site: www.ega.edu

2. Click on the "MyEGC" icon.



3. Login to your MyEGC account. If you do not know your MyEGC account information or need additional information on how to log in to your MyEGC account, please refer to the information and "Help" links displayed on the MyEGC login page.

4. After you have logged into your MyEGC account, if you have **never** logged into your BANNER Web account, click the "BANNER Web" icon located in the "External Applications" section, and then go to Step 5.

If you have previously logged into your BANNER Web account, go to Step 6.

5. For "first-time" users of BANNER Web, you will need to enter your BANNER PIN number (Note: your BANNER PIN number is not that same as your MyEGC password) and enter a security question and answer on the screen that appears. Then click "Submit" When the BANNER Web "Main Menu" screen appears, click "Exit." On the next screen that appears, click "X" in upper-right corner of screen to close the window. Continue to Step 6.

6. Click the "Update Your Emergency Contacts" icon located in the "External Applications" section of your MyEGC page.

7. On the next screen, under the *Emergency Contacts* heading, you should see at least one entry that contains a **name**, a **phone number** and "**ConnectED Notification...**" Other emergency contact entries may also appear in the list. If you **do not** see a name entry that has a "Relationship" type that begins with "ConnectED Notification," in order to receive emergency announcements via your cell phone and/or other phones, you'll need to enter an Emergency Contact. To enter a ConnectED Emergency Contact and/or to change the phone number associated with an Emergency Contact, proceed to next step.

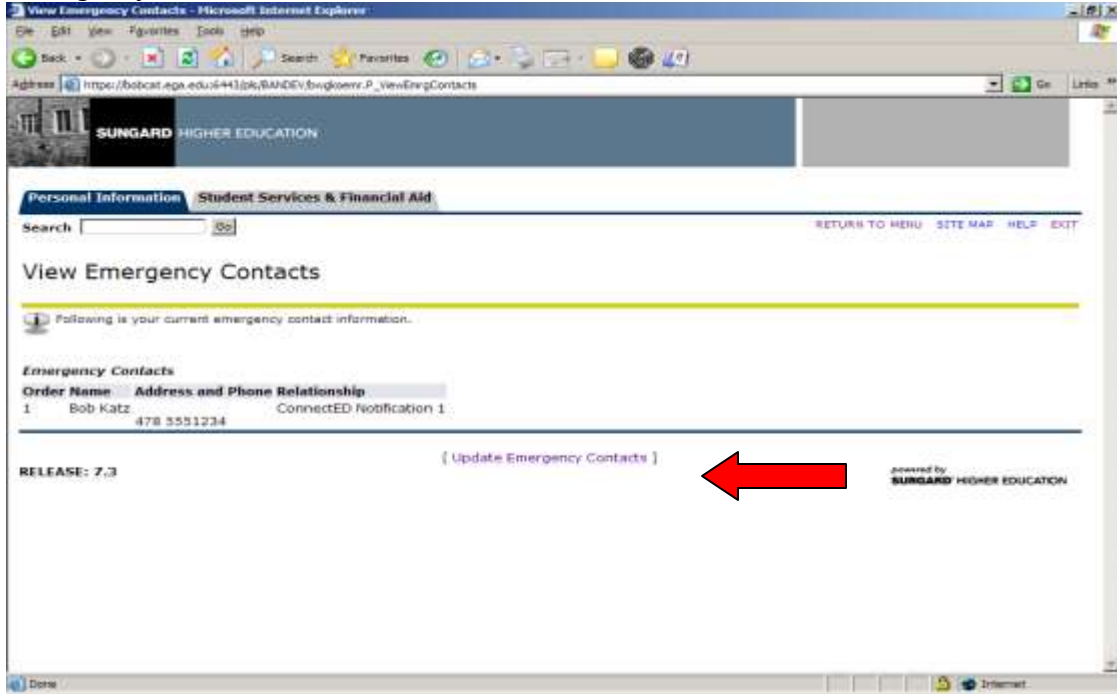
The screenshot shows a Windows Internet Explorer browser window displaying the 'View Emergency Contacts' page. The browser's address bar shows the URL 'https://bobcat.ega.edu/'. The page features a 'BannerWeb' header and navigation tabs for 'Personal Information' and 'Student'. A search bar is present with a 'Go' button. The main heading is 'View Emergency Contacts'. Below this, an information icon indicates that the following is the current emergency contact information. A table lists the emergency contacts:

| Order Name | Address and Phone | Relationship |
|------------|-------------------------|--------------------------|
| 1 | Bob Katz 478 5551234 | ConnectED Notification 1 |

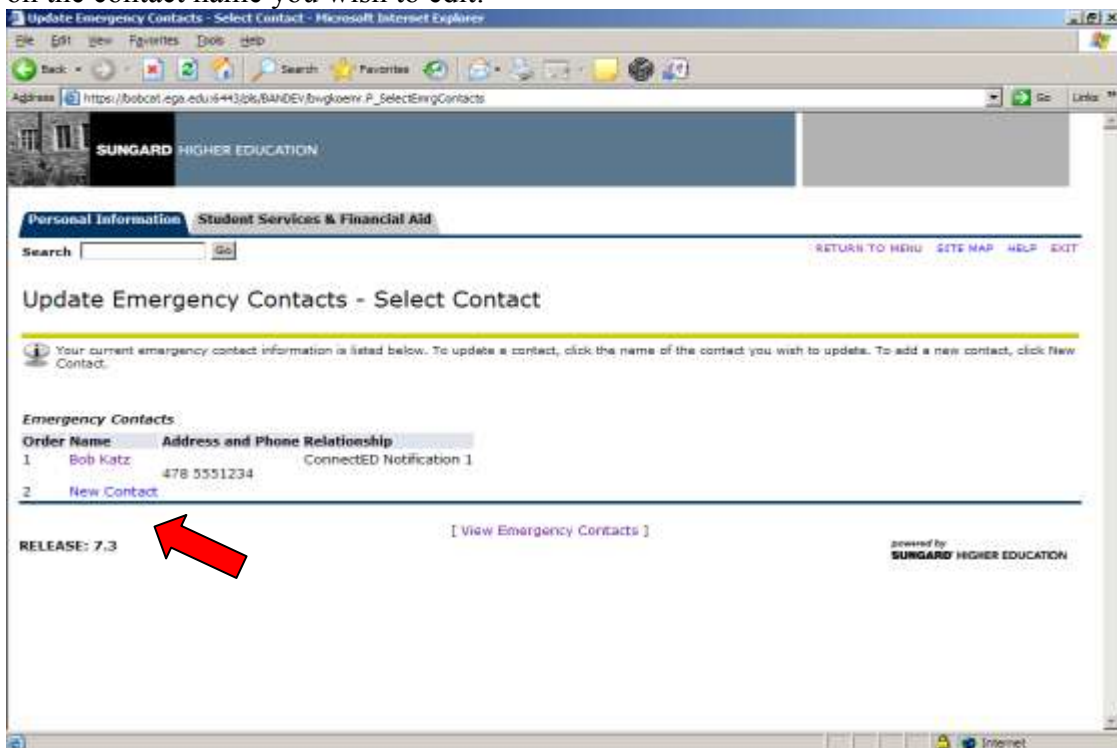
Below the table, there is a link to '[Update Emergency Contacts]' and a 'RELEASE: 8.4' notice. The browser's status bar at the bottom shows 'Trusted sites' and a zoom level of 100%.

NOTE: You can have six ConnectED Notification phone numbers that will be called when the college sends out a ConnectED Emergency Notification message. You can also enter a ConnectED Emergency Contact for receiving notification messages via text message on your cellular phone. **You will need to have text messaging services enabled on your cellular phone for receiving the notification message**

8. To add / change your ConnectED Notification information, click on the "Update Emergency Contacts" link near the bottom on the screen.



9. If you wish to enter a new ConnectED Notification number, click on "**New Contact**". If you wish to edit phone number information for an existing ConnectED contact, click on the contact name you wish to edit.



10. Enter / select the necessary information for the fields indicated below. The address, city, state, country information can be left blank. Select "**ConnectED Notification...**" as the Relationship type. You can have up to six ConnectED Notification phone numbers. Select "**ConnectED Text Messaging**" Relationship type for receiving notification messages via text messaging on your cellular phone. After you have completed entering the information for all indicated fields, click "Submit Changes" to save your ConnectED Emergency Contact information.

Note: If you enter a cellular number for the "ConnectED Text Messaging" relationship code, ConnectED will send a test text message to your cellular phone in which you will need to agree to accept text messages from the ConnectED system.

Update Emergency Contacts - Microsoft Internet Explorer

Address: https://bobcat.egs.edu:5443/pls/BAF0DEV/trvlgloerr.P_DispEmrgFormPdm?priority_n=2

Personal Information Student Services & Financial Aid

Search [] Go

RETURN TO MENU SITE MAP HELP EXIT

Update Emergency Contacts

Enter a new emergency contact below. When finished, click Submit Changes.

Remove Contact:

Order: [2]

Relationship: [ConnectED Notification 2]

First Name: [Bob]

Middle Initial: []

Last Name: [Katz]

Address Line 1: []

Address Line 2: []

Address Line 3: []

City: []

State or Province: [Not Applicable]

Zip or Postal Code: []

Country: [Not Applicable]

Area Code: [478] Phone Number: [5556475] Extension: []

Submit Changes Reset

Do not enter anything in the Extension field.

13. If you **DO NOT** wish to receive the ConnectED Notification messages for the ConnectED Emergency Contact(s) listed, you will need to change the telephone number associated with the "**ConnectED Notification 1**" emergency contact to all **9's**. See example below. After making change, click "Submit Changes" to save your change.

Update Emergency Contacts - Microsoft Internet Explorer

Address: https://bobcat.egs.edu:5443/pls/BAF0DEV/trvlgloerr.P_DispEmrgFormPdm?priority_n=3

Update Emergency Contacts

Enter a new emergency contact below. When finished, click Submit Changes.

Remove Contact:

Order: []

Relationship: [ConnectED Notification 1]

First Name: [Bob]

Middle Initial: []

Last Name: [Katz]

Address Line 1: []

Address Line 2: []

Address Line 3: []

City: []

State or Province: [Not Applicable]

Zip or Postal Code: []

Country: [Not Applicable]

Area Code: [999] Phone Number: [9999999999] Extension: []

Submit Changes Reset

RELEASE: 7.3 [View Emergency Contacts]

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Please note the East Georgia College ConnectED Emergency Notification System will periodically send out test messages. These test messages are necessary to ensure that you are familiar with the system and to test the validity of the contact phone numbers in the ConnectED system. If you have any questions or need assistance with your ConnectED information in BANNER Web, please contact the East Georgia College Computer Services Department at cswork@ega.edu or the Student Services Help Desk located in the Student Services Building at the main campus.

NOTE: Your personal contact information will NEVER be shared with third parties. ConnectED notification is reserved for Emergency Use Only; you will only receive emergency related messages from EGC via ConnectED.