What is Connect-ED?

- The Connect-ED system is a communication service that enables East Georgia State College (EGSC) administrators and campus safety personnel to quickly contact EGSC students, faculty and staff with voice and text messages that contain emergency-related campus information (e.g., campus closing, campus threat, health scare, etc.)

- With Connect-ED, EGSC students can be reached and provided with vital information anywhere, anytime, through their cell phones, home phones, email, TTY/TDD receiving devices, or other text-receiving devices.

- As a student, faculty or staff member of EGSC, you may designate up to six phone numbers to be contacted 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 EGSC email address. For EGSC students, faculty and staff located at EGSC - Statesboro, 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.

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

- During a health scare, campus threat, campus closing or other event of public interest, effective communication with students, faculty and staff has a direct impact on our safety. EGSC utilizes the Connect-ED notification service because we recognize the importance of communication before, during and after a situation occurs.

- EGSC 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.

What do you need to do?

- Instructions for entering, changing 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 EGSC Information Technology Department, which has offices at the main campus as well as at EGSC – Statesboro or via email at cswork@ega.edu You can also contact 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. Connect-ED notification is reserved for Emergency Use Only; you will only receive-emergency related messages from EGSC via Connect-ED
The following pages contain instructions for viewing / changing / removing your phone numbers for use in the EGSC Connect-ED Emergency Notification system.

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

2. Click on the “myEGSC” icon.

3. Login to your myEGSC account. If you do not know your myEGSC account information and/or need help on how to log in to your myEGSC account, please refer to the information and/or “Online Help” link displayed on the myEGSC login page.

4. After you sign into myEGSC, click the “Emergency Contacts” icon located in the “External Applications” section of your myEGSC page.

5. After clicking the “Emergency Contacts” icon, if you are not automatically logged in to view your “Emergency Contacts,” go to Step 6, otherwise go to Step 7.

6. Click the “Retrieve ID” button at the bottom of the page and on the next screen enter the requested information. After entering the information, your BANNER ID and PIN number will be displayed. Click the “Proceed to BANNER Web Login” button. Enter your BANNER ID and BANNER PIN, then click “Login”. You will be prompted to enter a security question (Example: What is my dog’s name) and a security answer (Example: Spot). After entering your question and answer, click “Submit”. On the next screen, you may see the “Terms of Usage.” Click “Continue.” The Main Menu screen should appear, click “Personal Information.” On the next screen, click “View Emergency Contacts.” Now proceed to Step 7.
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 listed 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 a Connect-ED Emergency Contact. To enter a Connect-ED Emergency Contact and/or to change the phone number associated with an Emergency Contact, proceed to next step.
NOTE: You can have six Connect-ED Notification phone numbers that will be contacted when the college sends a Connect-ED Emergency Notification message. You can also enter a Connect-ED Emergency Contact number for receiving notification messages via text message on your cell phone. **You will need to have text messaging services enabled on your cell phone for receiving the notification message via text message.**

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

9. If you wish to enter a new Connect-ED Notification number, click on "New Contact". If you wish to edit phone number information for an existing Connect-ED 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 one of the six “ConnectED Notification” types as the Relationship type. You can have up to six Connect-ED 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 cell number for the “ConnectED Text Messaging” relationship type, the Connect-ED system will send a test text message to your cell phone in which you will need to agree to accept text messages from the Connect-ED system.

Do not enter anything in the Extension field.
11. If you DO NOT wish to receive Connect-ED Notification messages for the Connect-ED Emergency Contact(s) listed, 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.

Please note the East Georgia State College Connect-ED Emergency Notification System will periodically send 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 Connect-ED system. If you have any questions or need assistance with the EGSC Connect-ED system, please contact the EGSC Information Technology Department, which has offices at the main campus as well as at EGSC – Statesboro or via email at cswork@ega.edu You can also contact the EGSC Student Services Help Desk located in the Student Services Building at the main campus.

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