

What is ConnectED?

- An emergency communication service that enables East Georgia State College (EGSC) officials 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, inclement weather, etc.).
- Receive vital information through cell phone, home phone, e-mail, TTY/TDD receiving devices, or other text-receiving devices.
- Designate up to six phone numbers to be contacted in the event of a campus emergency. You may designate a single cell phone for receiving campus emergency notifications via text message.
 1. **EGSC - Statesboro**, your contact information will also be loaded in the Georgia Southern University ConnectED system so that you can be notified of any emergency-related issues that may occur on the Georgia Southern University campus.
 2. **EGSC - Augusta**, your contact information will also be loaded in the Augusta University ConnectED system so that you can be notified of any emergency-related issues that may occur on the Augusta University campus.

Why should you participate in the EGSC ConnectED 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 ConnectED 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 ConnectED, 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 and changing your contact phone numbers for the ConnectED system are listed below. If you need assistance or have questions, please contact the EGSC Information Technology Department at cswork@ega.edu or 478-289-2004.


Your personal contact information will **NEVER** be shared with third parties. The ConnectED System is reserved for **EMERGENCY USE ONLY**.



Please note the EGSC ConnectED 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 ConnectED system.

Instructions for viewing or changing your phone numbers for use in the EGSC ConnectED Emergency Notification system:

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

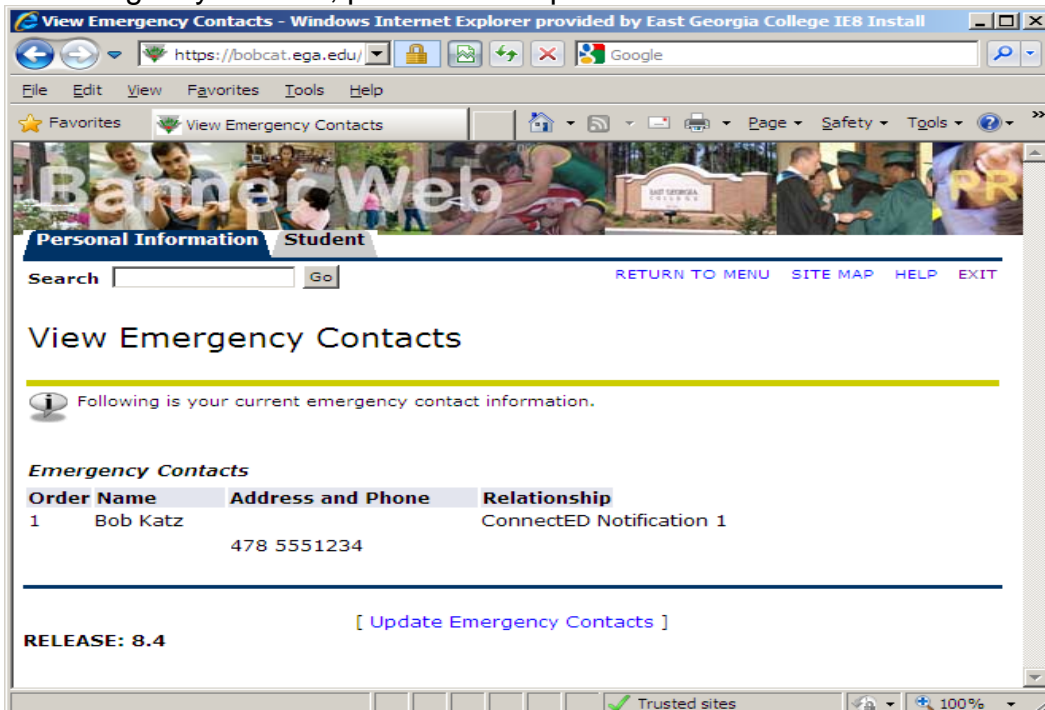
2. Click the "myEGSC" icon. 

3. Login to your myEGSC account.

4. Click the "Emergency Contacts" icon  located under the "Launchpad" section of the myEGSC web page. **After clicking the "Emergency Contacts" icon, if you are not automatically logged in to view your "Emergency Contacts," go to Step 5, otherwise go to Step 6.**

5. 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 and a security answer. 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."

6. 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 ConnectED Emergency Contact. To enter a ConnectED Emergency Contact and/or to change the phone number associated with an Emergency Contact, proceed to step 7.



View Emergency Contacts - Windows Internet Explorer provided by East Georgia College IE8 Install

https://bobcat.ega.edu/

View Emergency Contacts

BannerWeb

Personal Information Student

Search Go RETURN TO MENU SITE MAP HELP EXIT

View Emergency Contacts

Following is your current emergency contact information.

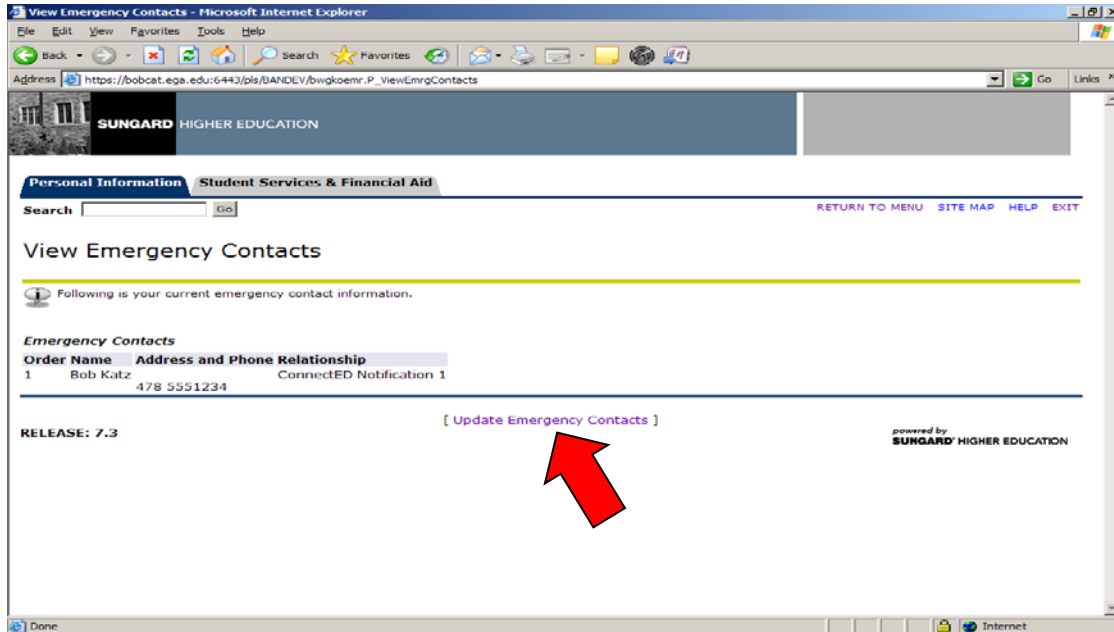
Emergency Contacts

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

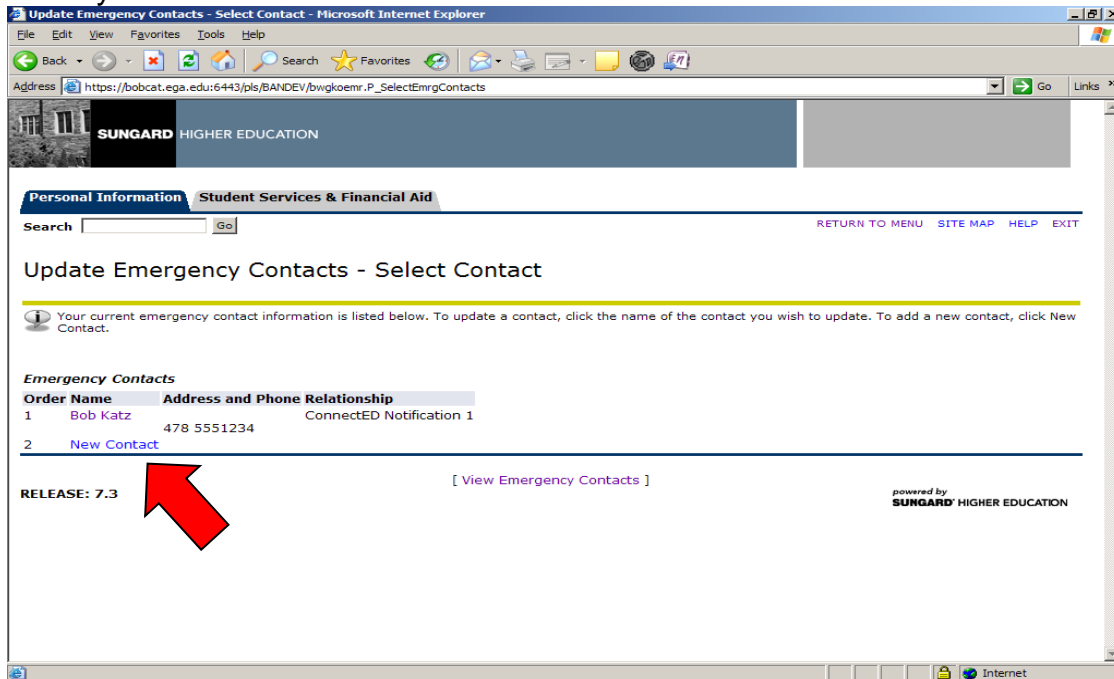
[Update Emergency Contacts]

RELEASE: 8.4

7. NOTE: You can have six ConnectED Notification phone numbers that will be contacted when the college sends a ConnectED Emergency Notification message. You can also enter a ConnectED 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 ConnectED Notification information, click the "**Update Emergency Contacts**" link near the bottom on the screen.



9. If you wish to enter a new ConnectED Notification phone number, click "**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, and country fields can be left blank. Select one of the six "ConnectED Notification" types 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 cell phone number for the "ConnectED Text Messaging" relationship type, the ConnectED system will send a test text message to your cell phone in which you will need to agree to accept text messages from the ConnectED system.

The screenshot shows a web browser window titled "Update Emergency Contacts - Microsoft Internet Explorer". The address bar shows a URL from bobcat.ega.edu. The page content includes a search bar, navigation links (RETURN TO MENU, SITE MAP, HELP, EXIT), and the main heading "Update Emergency Contacts". Below the heading is a sub-heading "Personal Information" and a note: "Enter a new emergency contact below. When finished, click Submit Changes." The form fields are as follows:

- Remove Contact:
- Order:
- Relationship: (A red callout box points to this field with the text: "Select one of the seven ConnectED notification types. To receive notification via text msg on a cell phone, select 'ConnectED Text Messaging.'")
- First Name: (A red callout box points to this field with the text: "Enter your first and last name.")
- Middle Initial:
- Last Name: (A red callout box points to this field with the text: "Enter your first and last name.")
- Address Line 1:
- Address Line 2:
- Address Line 3:
- City:
- State or Province:
- Zip or Postal Code:
- Country:
- Area Code: Phone Number: Extension: (A red callout box points to the Area Code and Phone Number fields with the text: "Enter your 10-digit phone number.") (A red callout box points to the Extension field with the text: "Do not enter anything in the Extension field.")

At the bottom of the form are "Submit Changes" and "Reset" buttons.

Please note the East Georgia State College ConnectED 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 ConnectED system. If you have any questions or need assistance with the EGSC ConnectED system, please contact the EGSC Information Technology Department via email at cswork@ega.edu or 478-289-2004.

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 EGSC via ConnectED.