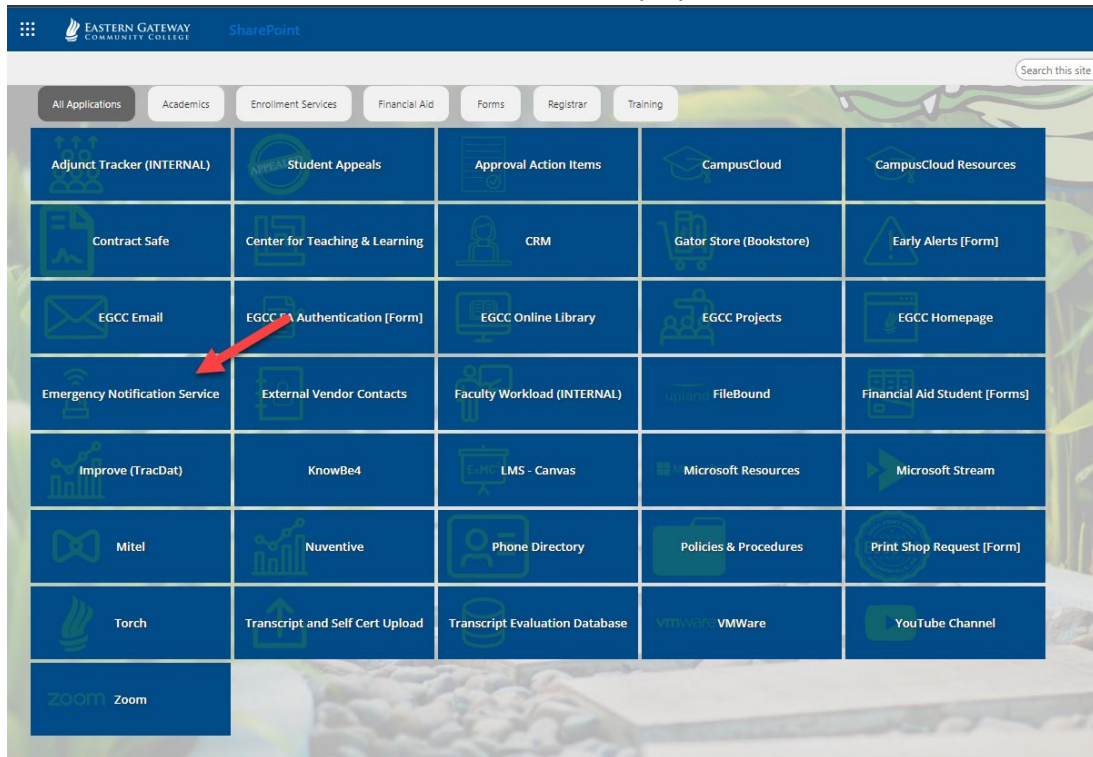
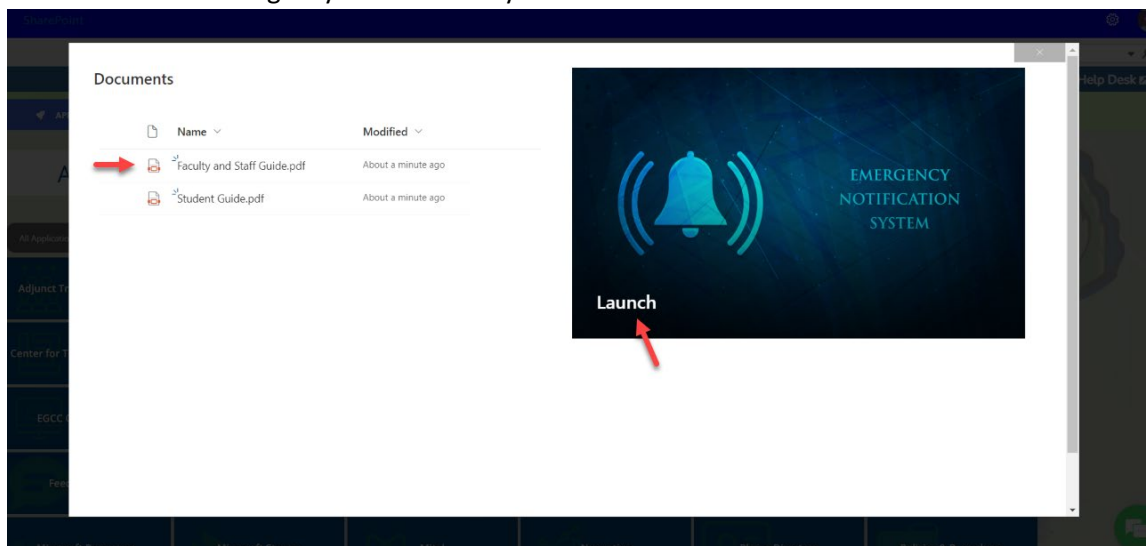


Setting up Your EGCC Notifications Account

1. Click the EGCC Notifications Service Button in the Employee Portal.



2. The below popup will show in the Employee Portal that contains instructions and a button to **Launch** the new Emergency Notification System



3. You will be directed to the EGCC Notification System and be asked to verify your account. Once you verify the information click **Next**.

The screenshot shows the Eastern Gateway notification system interface. At the top, there's a navigation bar with 'Home' and 'AI Gator' links. Below it, the Eastern Gateway logo is visible. A progress bar at the top of the main content area shows four steps: 1. Find Contact (highlighted in orange), 2. Tell Us About Yourself, 3. Set Your Subscriptions, and 4. Set Your Preferences. The main content area is titled 'Viewing pre-loaded data for AI Gator....' and contains the following text: 'The following data was pre-loaded by EASTERN GATEWAY COMMUNITY COLLEGE. Please select to apply any pre-loaded contact information to your profile. You may choose to Skip this step and enter your contact information manually on the next page.' Below this, the email 'AGator1213@student.egcc.edu' is listed with a checked box and the text 'YES, this is mine'. A red warning message states: 'WARNING: Items not selected above will be excluded from communication.' At the bottom right, there are two buttons: 'Next' (highlighted with a red box) and 'Skip'.

4. Next you will have to setup your address. It is a required field.

The screenshot shows the Eastern Gateway notification system interface for setting up an address. At the top, there's a navigation bar with 'Home' and 'AI Gator' links. Below it, the Eastern Gateway logo is visible. A progress bar at the top of the main content area shows four steps: 1. Find Contact, 2. Tell Us About Yourself (highlighted in orange), 3. Set Your Subscriptions, and 4. Set Your Preferences. The main content area is titled 'Please let us know how you would like us to reach you by providing your contact information below.' and contains three buttons: 'Add Address' (highlighted with a red box), 'Add Email', and 'Add Phone'. Below these buttons, there's a form titled 'This website requires an address'. The form has fields for 'Label' (set to 'Home'), 'Country' (set to 'United States'), 'Line 1' (4000 Sunset Blvd.), 'Line 2' (empty), 'City' (Steubenville), 'County' (empty), 'State' (Ohio), and 'Zip Code' (43954). A red asterisk indicates a required field. At the bottom right, there is a 'Next' button (highlighted with a red box). Below the address form, there's a section for 'Language Preferences' with a dropdown set to 'English' and a 'Save' button. The email 'AGator1213@student.egcc.edu' is displayed at the bottom left of the form area.

5. From there you will need to verify Your Address. Click **Save**.

The screenshot shows a web form with a progress bar at the top indicating four steps: 1. Find Contact, 2. Tell Us About Yourself, 3. Set Your Subscriptions, and 4. Set Your Preferences. Step 2 is currently active. Below the progress bar, there are three buttons: 'Add Address', 'Add Email', and 'Add Phone'. The 'Add Address' button is highlighted. Below these buttons, there is a section titled 'Verify Your Address' with instructions: 'Verify your selected address on the map. You may also drag the pin to approximate your location, or pick a suggested address from the dropdown list.' A dropdown menu shows the 'Selected address:' as '4000 Sunset Blvd, Steubenville, OH 43952'. Below the dropdown is a map showing the location with a red pin. At the bottom of the map, the coordinates 'Lat: 40.3769 Long: -80.6722' are displayed. Below the map, there are 'Back' and 'Save' buttons. The 'Save' button is highlighted with a red box. Below the map section, there is a section for 'Language Preferences' with a dropdown menu set to 'English' and a 'Save' button.

6. On the next page you will have the option to add addition Email Addresses and Phones. You can also set your Language Preferences.

The screenshot shows the same web form as the previous one, but now at step 3, 'Set Your Subscriptions'. The progress bar shows steps 1, 2, 3, and 4, with step 3 being the current active step. Below the progress bar, there are three buttons: 'Add Address', 'Add Email', and 'Add Phone'. The 'Add Email' and 'Add Phone' buttons are highlighted with red arrows. Below these buttons, there is a section for 'Language Preferences' with a dropdown menu set to 'English' and a 'Save' button. The 'Save' button is highlighted with a red box. At the bottom right of the form, there is a 'Next' button, which is also highlighted with a red box. The background of the form shows the contact information entered in the previous step: 'AGator1213@student.egcc.edu' for the email address and '4000 Sunset Blvd, Steubenville, OH 43952, United States' for the home address.

7. Add additional Email. Click Add Email on Previous Screenshot above. You will then enter your additional email address and click **Save**.

The screenshot shows a web form titled 'Tell Us About Yourself' with a progress bar indicating step 2 of 4. The form includes buttons for 'Add Address', 'Add Email', and 'Add Phone'. Below these, there is a section for 'E-mail Address' with a text input field containing 'agator1@icloud.com'. A red arrow points to the 'Save' button, which is highlighted with a red box. Below the email field, there is a section for 'Home Address' with the text '4000 Sunset Blvd. Steubenville, OH 43952 United States'. At the bottom, there is a 'Language Preferences' section with a dropdown menu set to 'English' and a 'Save' button. A 'Next' button is located at the bottom right of the form.

8. You can also add a Phone #. This can receive either SMS text, a phone call, or both. You can choose the country, type of Phone, and the option to receive the notification. Then click **Save**.

The screenshot shows the same web form as the previous one, but now the 'Add Phone' button is highlighted. Below it, there is a section for 'Phone Number' with a 'Country' dropdown set to 'United States (1)', a 'Phone Number' field containing '7402645591', and an 'Extension' field. Below the phone number section, there is a 'Label' dropdown set to 'Mobile 1' and three checkboxes: 'Voice', 'Text' (checked), and 'TTY'. A red arrow points to the 'Text' checkbox. Below the checkboxes, there is a note: 'Standard text messaging charges may apply'. A red arrow points to the 'Save' button, which is highlighted with a red box. The 'Next' button is still visible at the bottom right.

Please Note: You can add additional Address, Email Addresses, and Phone Numbers.

9. Once you are completed you will see all contact information and you can verify it and click **Next**.

The screenshot shows a web browser window with the Eastern Gateway logo at the top. A central white form is titled 'Tell Us About Yourself' and is part of a four-step process. Step 1 is 'Find Contact', Step 2 is 'Tell Us About Yourself', Step 3 is 'Set Your Subscriptions', and Step 4 is 'Set Your Preferences'. The form asks for contact information and includes sections for adding address, email, and phone numbers. It also has a 'Language Preferences' section with a dropdown menu set to 'English' and a 'Save' button. At the bottom right of the form, a 'Next' button is highlighted with a red rectangle.

Find Contact | Tell Us About Yourself | Set Your Subscriptions | Set Your Preferences

1 2 3 4

Please let us know how you would like us to reach you by providing your contact information below. Then go to Subscriptions to select the notifications you would like to receive.

Add Address Add Email Add Phone

740-264-5591 Mobile 1 Voice Text TTY

agator1@icloud.com E-mail Address

AGator1213@student.egcc.edu E-mail Address

4000 Sunset Blvd. Steubenville, OH 43952 United States Home Address

Language Preferences English Save

Next

10. On this next screen it will ask you to Set Your Subscriptions. The main ones are preloaded but if you want to add any just checkmark the box.

The screenshot shows the 'Set Your Subscriptions' step of the Eastern Gateway form. It features a search bar with a magnifying glass icon and a 'Search' button. Below the search bar, there is a section for 'EASTERN GATEWAY COMMUNITY COLLEGE' with a list of checkboxes for various notification categories. The 'Emergency' and 'Outreach' checkboxes are checked. At the bottom right of the form, 'Back' and 'Next' buttons are visible, with the 'Next' button highlighted by a red rectangle.

Find Contact | Tell Us About Yourself | Set Your Subscriptions | Set Your Preferences

1 2 3 4

Search

Check the box next to each notification you would like to receive. Click on icon to expand/collapse lower sites and portal groups.

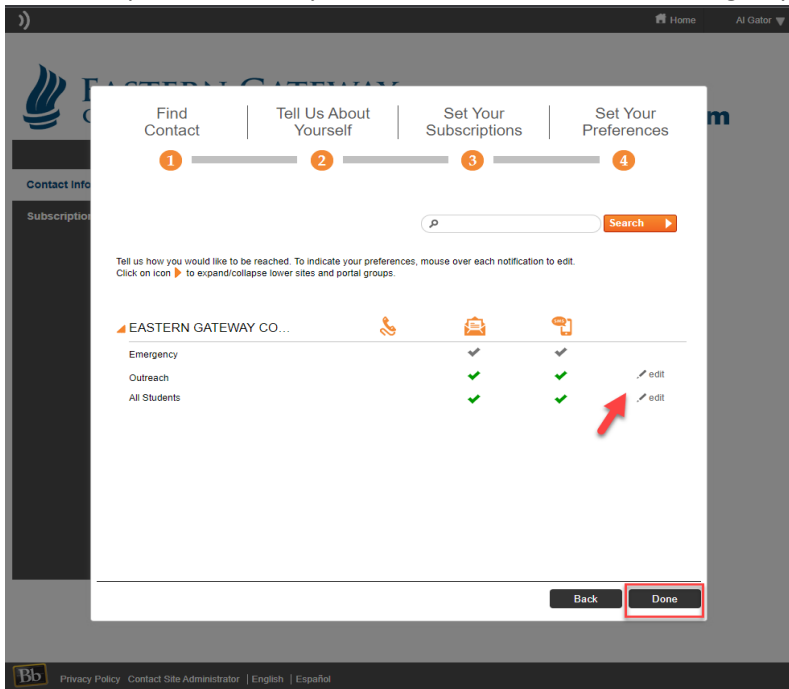
Expand All Collapse All

EASTERN GATEWAY COMMUNITY COLLEGE

- ☒ Emergency
- ☒ Outreach
- ☐ All Employees
- ☒ All Students
- ☐ Steubenville Employees
- ☐ Steubenville Students
- ☐ Youngstown Employees
- ☐ Youngstown Students

Back Next

11. On the final setup page, it will ask you to set your preferences. This will allow you to edit contact methods per groups. To edit any subscription group, click the **Edit** button. Once you have set up the methods you want to receive them for each group click **Done**.



12. That will take you to the Home Screen. From here you can edit any contact information and subscriptions by using the Click Here or Edit contact information links at any time.

