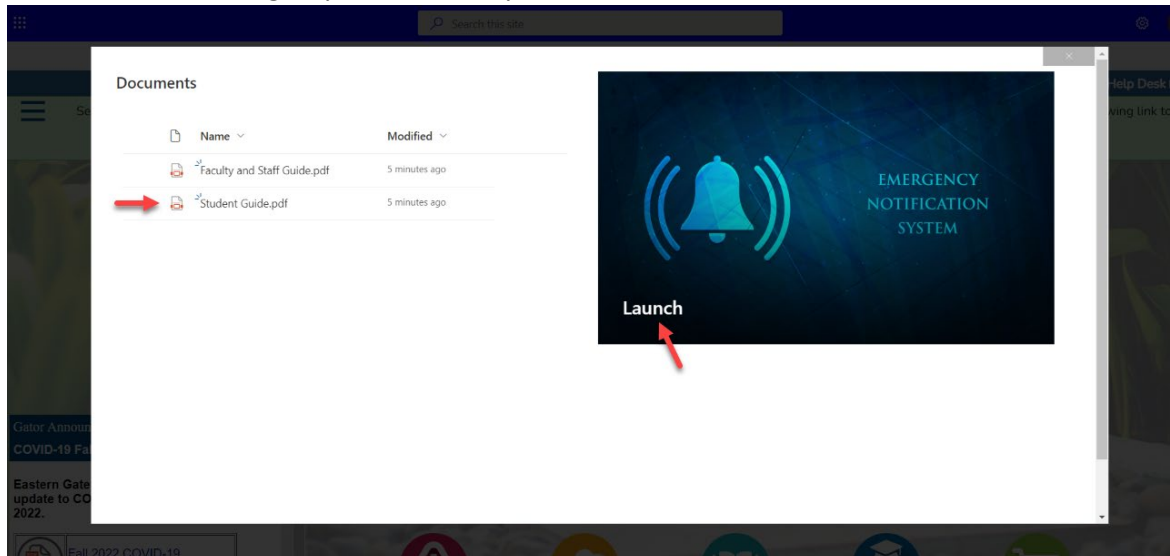


Setting up Your EGCC Notifications Account

1. Click the EGCC Notifications Service Button in the Gateway (Student) Portal.



2. The below popup will show in the Student 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 'Al 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 (active), 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 Al 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 contact information. The progress bar at the top shows four steps: 1. Find Contact, 2. Tell Us About Yourself (active), 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.' Below this, there are three buttons: 'Add Address' (highlighted with a red box), 'Add Email', and 'Add Phone'. Below the 'Add Address' button, there's a form titled 'This website requires an address'. The form includes fields for 'Label' (set to 'Home'), 'Country' (set to 'United States'), 'Line 1' (set to '4000 Sunset Blvd.'), 'Line 2' (empty), 'City' (set to 'Steubenville'), 'County' (empty), 'State' (set to 'Ohio'), and 'Zip Code' (set to '43952'). A note at the bottom of the form states: 'An * indicates a required field.' At the bottom right of the form, there is a 'Next' button (highlighted with a red box). Below the form, the email 'AGator1213@student.egcc.edu' is listed with the label 'E-mail Address'. At the bottom, there's a 'Language Preferences' section with a dropdown menu set to 'English' and a 'Save' button.

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

The screenshot shows a web form titled "Verify Your Address". At the top, there are four steps: "Find Contact" (1), "Tell Us About Yourself" (2), "Set Your Subscriptions" (3), and "Set Your Preferences" (4). Below the steps, a message says: "Please let us know how you would like us to reach you by providing your contact information below." There are three buttons: "Add Address" (selected), "Add Email", and "Add Phone". The "Add Address" button is highlighted with a red arrow. Below the buttons, the "Verify Your Address" section contains a text box with the address "4000 Sunset Blvd. Steubenville, OH 43952". Below the text box is a map showing the location. At the bottom of the map, there are coordinates "Lat: 40.3769 Long: -80.6722" and a "Save" button highlighted with a red box. Below the map, 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 additional Email Addresses and Phones. You can also set your Language Preferences.

The screenshot shows a web form titled "Set Your Subscriptions". At the top, there are four steps: "Find Contact" (1), "Tell Us About Yourself" (2), "Set Your Subscriptions" (3), and "Set Your Preferences" (4). Below the steps, a message says: "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." There are three buttons: "Add Address", "Add Email", and "Add Phone". Below the buttons, there is a section for "Language Preferences" with a dropdown menu set to "English" and a "Save" button. At the bottom right, there is a "Next" button highlighted with a red box. Red arrows point to the "Add Email" and "Add Phone" buttons, and the "Next" button.

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

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

E-mail Address
agator1@icloud.com

Cancel Save

AGator1213@student.egcc.edu
E-mail Address

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

Language Preferences ⓘ
English Save

Next

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**.

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

Country United States (1) Phone Number 7402645591 Extension

Label Mobile 1 Voice Text TTY

Standard text messaging charges may apply

Cancel Save

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

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

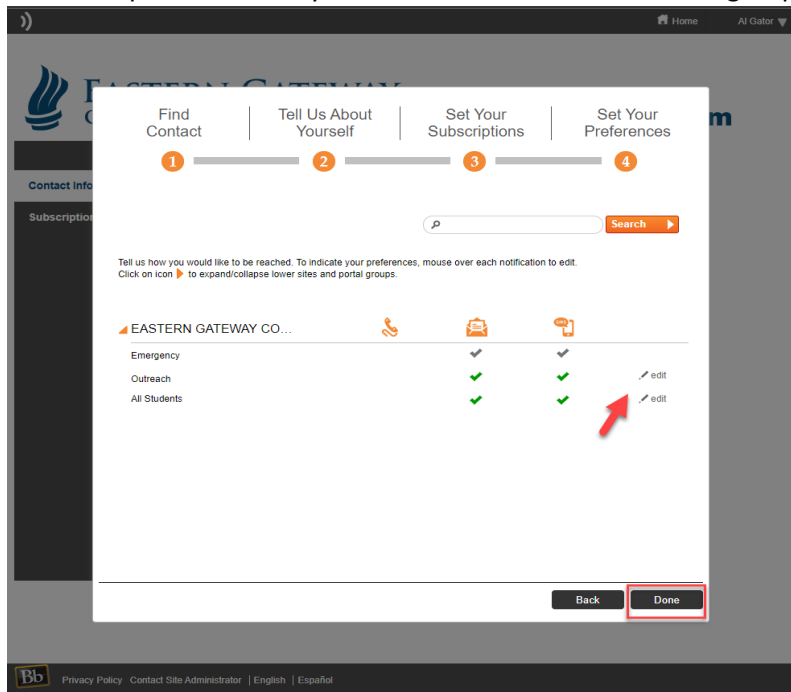
9. Once you are completed you will see all contact information and you can verify it and click **Next**.

This screenshot shows the 'Tell Us About Yourself' step (Step 2) of a four-step registration process. The progress bar at the top indicates the current step. The form contains sections for adding contact information: 'Add Address' (with a map icon), 'Add Email' (with an envelope icon), and 'Add Phone' (with a phone icon). Below these, there are fields for 'Mobile 1' (740-264-5591), 'E-mail Address' (agator1@icloud.com and AGator1213@student.egcc.edu), and 'Home Address' (4000 Sunset Blvd., Steubenville, OH 43952, United States). There are also checkboxes for 'Voice', 'Text' (checked), and 'TTY'. A 'Language Preferences' section shows 'English' selected. A red box highlights the 'Next' button at the bottom right.

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.

This screenshot shows the 'Set Your Subscriptions' step (Step 3) of the registration process. It features a search bar and a list of subscription categories under the heading 'EASTERN GATEWAY COMMUNITY COLLEGE'. The categories include 'Emergency', 'Outreach', 'All Employees', 'All Students', 'Steubenville Employees', 'Steubenville Students', 'Youngstown Employees', and 'Youngstown Students'. The 'Emergency' and 'Outreach' boxes are checked. A red box highlights the 'Next' button at the bottom right.

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.

