Faculty, staff, and students will receive notification from North Orange Continuing Education during an emergency as well as when practicing emergency drills. The campus safety alert system utilizes the phone and e-email addresses that are interested into Banner or MyGateway.

How to Update Contact Information in MyGatway

Faculty, staff, and students are encouraged to utilize MyGateway to update their personal information for notifications in the event of an emergency. Follow these steps to verify that your phone(s) and e-mail are entered and current:

- Sign into MyGateway at http://mg.nocccd.edu
- Go to the "Personal Information" channel under the "Student" tab or "Employee" tab. Click onto one or both of the following:
  - Click on the item "Update E-Mail Addresses" and click on the link "Updating Your Email Addresses" for step-by-step instructions.
  - Or, click on the item "Update Address(es) and Phone(s)." When clicking on "Update Address(es) and Phone(s)," the next screen will allow you to enter your primary phone information, your cellular phone number, and business or work phone number. You can also update your mailing address.
- After entering your information, click on the "Submit" button.

How to Receive Emergency Text Alerts

Students must provide their personal information in MyGateway to receive emergency text notifications. Follow these steps to verify that your cell phone is entered and current:

- Sign into MyGateway at http://mg.nocccd.edu
- Go to the "Personal Information" channel under the "Student" tab or "Employee" tab.
- Click on the item "Set Text Message Alert Preferences."
- When clicking on "Set Text Message Alert Preferences," the next screen will allow you to enter your cell phone information, and opt-in level.
- After entering your information, click on the "Submit" button.

NOCE Social Media

NOCE also posts emergency communication and drill information on the social media channels including Facebook, Instagram, and Twitter. In addition to signing up for text messages (see above), staff, faculty, and students are encouraged to follow NOCE on Facebook, Instagram, and Twitter.

- Visit Facebook at www.facebook.com/noce.edu and clicking on the "like" button.
- On Instagram, go to www.instagram.com/noce_edu and click the "follow" button.
- For Twitter, visit www.twitter.com/noce_edu and click on the "follow" button.