



Emergency Notifications at North Orange Continuing Education

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-mail addresses that are in Banner or MyGateway.

How to Update Contact Information in MyGateway

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> with your username and password.
- Go to “My Information” widget. Click on the “Update Information” button.
 - You can edit the **Personal Details** section that includes name, DOB, pronouns and more by clicking on the pencil icon in the upper right hand corner of the box, next to the word “Edit.” Make your edits and then click “Update.”
 - To update **Email**, click on the pencil icon under any of the emails. To delete any of the emails, click on the trash can icon. To add a new email, click on “Add New” in the top right corner of the box. To add a new number, click on “Add New” in the top right corner of the box and then fill out the fields and then click “Add.”
 - To update **Phone Number**, click on the pencil icon under any of the phone numbers – business or work, cellular phone number, text message, etc. To delete any of the numbers, click on the trash can icon. To add a new number, click on “Add New” in the top right corner of the box and then fill out the fields and then click “Add.”
 - To update **Address**, click on the pencil icon under any of the phone numbers – business or work, cellular phone number, text message, etc. To delete any of the numbers, click on the trash can icon. To add a new number, click on “Add New” in the top right corner of the box and then fill out the fields and then click “Add.”
 - To update **Emergency Contact**, click on the pencil icon under any of the phone numbers – business or work, cellular phone number, text message, etc. To delete any of the numbers, click on the trash can icon. To add a new number, click on “Add New” in the top right corner of the box and then fill out the fields and then click “Add.”

To receive information on campus events, courses, and emergency alerts, keep your e-mail address and phone numbers current.

NOCE Social Media

NOCE also posts emergency communication and drill information on social media channels including Facebook, Instagram, and X.

- 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 X, go to www.x.com/noce_edu and click the “follow” button.

