

# ARE YOU IN??

## UPDATE YOUR PROFILE TO RECEIVE EMERGENCY NOTIFICATIONS

During emergencies and critical events it is crucial that students have several ways to receive information about the situation and how to respond. Chaffey College has an emergency mass notification system.

**Please make sure to update your information on MyChaffey Portal in order to receive emergency notifications.**

Please follow the directions below and update your student personal profile.

| <b>Instructions:</b><br>Access MyChaffey portal at: <a href="http://www.chaffey.edu">www.chaffey.edu</a>  | <div style="text-align: right;"><b>Address Change</b></div> <hr/> <p><b>NOTE:</b> If you provide a P.O. Box number, only your mailing address will be updated; your home address will not be changed.</p> <hr/> <p>* = Required</p> <p>Address Information For<br/> <input type="text" value="Norma G Rojero"/></p> <p>Street Address/Apartment<br/> <input type="text" value="1234 Street Avenue"/></p> <p>City <input type="text" value="Rancho Cucamonga"/> State <input type="text" value="California"/> Zip Code <input type="text" value="91730"/></p> <hr/> <table border="1"> <thead> <tr> <th>Phone Number</th> <th>Ext</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td><input type="text" value="909-123-4567"/></td> <td><input type="text"/></td> <td><input type="text" value="BUS Business"/></td> </tr> <tr> <td><input type="text" value="909-890-1234"/></td> <td><input type="text"/></td> <td><input type="text" value="CEL Cellular"/></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p>E-Mail Address <input type="text" value="norma.rojero@chaffey.edu"/></p> <hr/> <div style="text-align: right;"><input type="button" value="SUBMIT"/></div> | Phone Number                              | Ext | Type | <input type="text" value="909-123-4567"/> | <input type="text"/> | <input type="text" value="BUS Business"/> | <input type="text" value="909-890-1234"/> | <input type="text"/> | <input type="text" value="CEL Cellular"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|---|---|---|-----|------|---|----------------------|---|---|----------------------|---|----------------------|----------------------|----------------------|
| Phone Number  | Ext   | Type                                      |     |      |   |                      |   |   |                      |   |                      |                      |                      |
| <input type="text" value="909-123-4567"/>   | <input type="text"/>  | <input type="text" value="BUS Business"/> |     |      |   |                      |   |   |                      |   |                      |                      |                      |
| <input type="text" value="909-890-1234"/>   | <input type="text"/>  | <input type="text" value="CEL Cellular"/> |     |      |   |                      |   |   |                      |   |                      |                      |                      |
| <input type="text"/>  | <input type="text"/>  | <input type="text"/>                      |     |      |   |                      |   |   |                      |   |                      |                      |                      |
| 1. Log in to the Portal   |   |   |     |      |   |                      |   |   |                      |   |                      |                      |                      |
| 2. Under LAUNCHPAD click on <i>MyChaffeyVIEW</i>  |   |   |     |      |   |                      |   |   |                      |   |                      |                      |                      |
| 3. Click on the <i>Students</i> tab   |   |   |     |      |   |                      |   |   |                      |   |                      |                      |                      |
| 4. Under <i>User Account</i> click on <i>Address Change</i>   |   |   |     |      |   |                      |   |   |                      |   |                      |                      |                      |
| 5. Under <i>Phone Number</i> update to designate a Cell Phone Number and select ' <i>CEL</i> ' as the <i>Type</i> . If ' <i>CEL</i> ' <i>Type</i> is not selected the system will not be able to send you future notifications. |   |   |     |      |   |                      |   |   |                      |   |                      |                      |                      |
| 6. Click <i>SUBMIT</i>  |   |   |     |      |   |                      |   |   |                      |   |                      |                      |                      |