MY EMERGENCY NOTIFICATIONS

The College has implemented an emergency notification system that will send alerts to employees in the case of an emergency. Employees can manage their emergency notifications settings by accessing the My Emergency Notifications page in PeopleSoft HR Self Service

- All employees will receive emergency notifications to both their Holy Cross office phone and email account.
- Employees can also choose to receive additional phone and or email notifications by adding those details on the My Emergency Notifications page.
- Employees with a mobile number in PeopleSoft will be automatically enrolled in phone and text alerts to that number. While it is strongly encouraged that all employees with a mobile number remain enrolled to receive these emergency notifications, you can select to "opt-out".
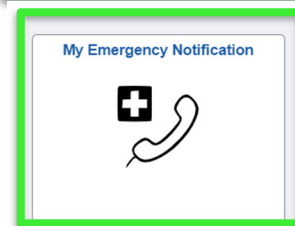
Accessing The Employee Self-Service Portal

- Go to www.holycross.edu and click the drop-down in **Audiences** select **Faculty & Staff**
- Navigate to the **General** section and **click the Human Resources (HR) Self-Service link**

Logging in to the Employee Self Service Portal

- Key in your **network username** and **passphrase.**
  Note, if this is the first time you are logging into Self Service please reset your network passphrase. Please refer to Holycross.edu here, on how to reset your passphrase.

My Emergency Notifications

- Click the **My Emergency Notifications** Tile

General

- Campus Directory
- Email (Gmail)
- Human Resources & Benefits
- Human Resources (HR) Self-Service

My Emergency Notification

★ *Note - For those employees with a unique Holy Cross display number that is different than their direct extension, it will appear in the Alt Office # field.*