

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”.

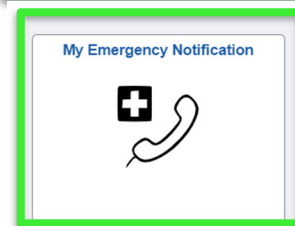
Accessing The Employee Self-Service Portal

- 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**

General

- [Campus Directory](#)
- [Email \(Gmail\)](#)
- [Human Resources & Benefits](#)
- [Human Resources \(HR\) Self-Service](#)

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



My Emergency Notifications

Information

The College has implemented an emergency notification system called RAVE that will send alerts to employees in the case of an emergency. 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 as listed below. If you have a mobile number in PeopleSoft, you will automatically be enrolled to receive phone and text alerts to your mobile. 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” in the acknowledgement section below. This information will only be used in event of an emergency by the RAVE Emergency Notification System and Human Resources. Please remember to update your information if it changes in the future. To learn more about RAVE including instructions on how to download the app, please visit Public Safety's [website](#).

Telephone Numbers

Office #: <input type="text"/>	Alt Office #: <input type="text"/> ★
Mobile #: <input type="text"/>	Alt Mobile #: <input type="text"/>
Home #: <input type="text"/>	Alt Home #: <input type="text"/>
TTY/TDD #: <input type="text"/>	

Email Addresses

Email Address: <input type="text"/>	Alternate Email: <input type="text"/>
Alternate Email: <input type="text"/>	Alternate Email: <input type="text"/>

SMS Texting

Same as mobile phone number

Phone Number:

Acknowledgement

Please select your acknowledgement option(s) below:

- I agree to receive emergency alert calls and texts to my personal mobile phone
- I choose not to receive emergency alert phone calls to my mobile phone
- I choose not to receive emergency alert text messages to my mobile phone

* Please note that if you choose not to receive emergency alerts on your personal cell phone it does not exempt you from receiving alerts through other designated business channels.

- ★ **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.**