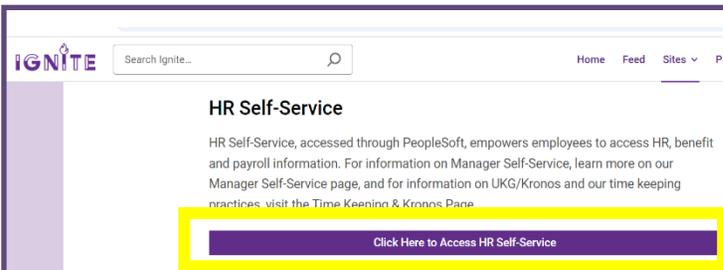# MY EMERGENCY NOTIFICATIONS

The College has implemented an emergency notification system that sends 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 Self-Service

IGNITE   Search Ignite...   Home Feed Sites ∨ P

HR Self-Service

HR Self-Service, accessed through PeopleSoft, empowers employees to access HR, benefit and payroll information. For information on Manager Self-Service, learn more on our Manager Self-Service page, and for information on UKG/Kronos and our time keeping practices, visit the Time Keeping & Kronos Page

Click Here to Access HR Self-Service

- Logged in to your Holy Cross Google Account*?
  - Click this direct link

 * Note About Network Username and Passphrase - If first time logging in to Self Service or need to reset your network passphrase please click here.

- Via Ignite
  - Log into Google*
  - Search for HR Self Service
  - Click the link to Access HR Self Service

My Emergency Notifications Tile

My Emergency Notification

- Click the **My Emergency Notifications** Tile
- Review the Information Section
- Populate Your Information & Click Save

My Emergency Notifications

Information

The College has partnered with RAVE to implement an emergency notification system 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. All emergency messages will begin with "**HC Alert**". 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 "opt-out" in the acknowledgment section below. This information will only be used in event of an emergency by the Holy Cross Emergency Notification System and Human Resources. Please remember to update your information if it changes in the future. To learn more about **HC Alerts** including instructions on how to download the complementary RAVE Guardian Safety app, please visit Public Safety's websi

Telephone Numbers

Office #:	508/793-3377	Alt Office #:
Mobile #:	508/958-2959	Alt Mobile #:
Home #:		Alt Home #:
TTY/TDD #:		

Email Addresses

You can enter up to two alternate email messages to receive alerts. Your campus email address cannot be altered or removed and will receive an email.

* Note-For employees with a unique Holy Cross display number that is different than their direct extension, it will appear in the Alt Office # field. To change the Office #, please submit an ITS ticket

Work Email

Email Address: nletendr@holycross.edu

Alternate Emails

Alternate Email: NMLETENDRE@outlook.cc

Alternate Email:

SMS Texting

☐ Same as mobile phone number

SMS Number:

Acknowledgement

Please select your acknowledgement option(s) below

☑ I agree to receive emergency alert calls and texts to my personal mobile device

☐ I choose not to receive emergency alert text messages to my mobile device[1]

☐ I choose not to receive emergency alert phone calls to my mobile device[1]

[1] Please note that if you choose not to receive emergency alerts on your personal mobile device it does not exempt you from receiving alerts to your Holy Cross email and phone number.

Save Information