

Registration Instructions for Heart of Georgia Technical College's Campus Alert System

*****Please note, there are limits to how many of each contact type may be uploaded to our Emergency Notification vendor "per user". When following the directions below to enter your contact information, please make note of these limits. Any contact numbers or email addresses entered into the our Campus Alert System over and above these limits cannot be uploaded to our vendor and will be dropped.*****

*****Email Addresses - Limit (3) three per person
Business Phone Numbers - Limit (4) four per person
Mobile (cell) Phone Numbers - Limit (3) three per person
Home Phone numbers - Limit (2) two per person *****

1. Open HGTC's website www.heartofgatech.edu.
2. Click the drop down arrow for Quick Links from the homepage and choose [Campus Alert Registration](#).
(There are additional links to the registration page under the [Current Students](#) tab & the [Faculty & Staff](#) tab.)
3. Login to the registration page using your BannerID (9000#) or Social Security Number and your Banner pin.
****Your pin is your 6-digit birthday unless you have logged into BannerWeb and changed it.**
(Please contact the Registrar's office to reset your pin if you cannot login)**
4. Click "OK" when you get the Welcome message letting you know that you have successfully logged in
5. Your name should already be filled in from the information entered in Banner when you initially login to the program

If this is the very first time you have logged into the Campus Alert System you will need to:

- a. Choose your User Role (Faculty/Staff, Student, or Other)
- b. Enter the phone number where you would like to receive Campus Alerts.
(Please enter numbers only. Do not enter dashes or other characters.)
- c. Choose whether this is a Business phone, Home phone or Cell phone
- d. If you chose "Cell Phone" as your Contact Type, please enter your cell carrier. Otherwise leave this field set to "Not Applicable".
- e. Click "Submit Registration"
- f. After reviewing your Information, Click "**Back to Registration Page**" to add additional contact phone numbers and email addresses.

6. **If entering an additional contact NUMBER...**

- a. Click “**Add a Contact Number**” from the bottom of the Registration page
- b. Choose whether this is a Business phone, Home phone or Cell phone
- c. Enter the phone number where you would like to receive Campus Alerts.
(Please enter numbers only. Do not enter dashes or other characters.)
- d. If you chose “Cell Phone” as your Contact Type, please enter your cell carrier. Otherwise leave this field set to “Not Applicable”.
- e. Click “Insert New Contact Number” to complete registration for this number.
- f. Repeat steps to add additional contact numbers **up to the limits listed at the top of this page!**

7. **If entering a contact EMAIL...**

- a. Click “**Add a Contact Email**” from the bottom of the Registration page
- b. Leave “**Email**” as the Contact Type
- c. Enter a valid email address in the “**Contact Email**” field.
- d. Click “**Insert New Email Contact**” to complete registration for this email address.
- e. Repeat steps to add additional email addresses **up to the limits listed at the top of this page!**

8. Once you have registered your numbers and/or email addresses you may **Edit** the number or email address, **Delete** the number or email address **Add** additional contact numbers or email addresses or choose to **Logout** from the registration page by choosing the appropriate links.

****Please login and make corrections to your information whenever any information changes. Always remember to LOGOUT and close this webpage in order to preserve the security of your personal information****