Trocaire College
Emergency Notification System (ENS)
Instructions

Trocaire College has now implemented an Emergency Notification System. In the event of a campus closing or other emergency situation, Trocaire will implement the emergency system that sends notifications through text messaging (SMS), e-mail, and messages to cell and home phone numbers simultaneously to all students, faculty and staff. School closings due to inclement weather will also activate the notification system.

We have loaded the emergency notification system from the Trocaire database with your ID, name, and any contact information you have provided to the college. **It is now your responsibility to keep your contact information up-to-date by utilizing the instructions below. Please note: if you make a phone number or address change also contact the following office so that the Trocaire database will be updated as well:**

  Students – fill out a change form in the Registrar's Office, Room B14 (main campus)
  Faculty/Staff – contact Deb Steriovski, Academic Office, at steriovskid@trocaire.edu

In the ENS, you have the opportunity to include up to six phone numbers, two email addresses, and a text message number as notification contacts. If you experience any technical difficulties, kindly contact the college's help desk at helpdesk@trocaire.edu.

INSTRUCTIONS:

1. Decide which phone number(s) and/or e-mails you want to use.

2. Go to the following web site:
   https://portal.blackboardconnected.com/911088311

3. Email Address: Your new Trocaire College email address.
   ID Number: Your college ID number. Found on your Trocaire ID or on your schedule. USE ONLY THE LAST 5 DIGITS OF YOUR ID.

4. View, edit, and add phone numbers, SMS (text message) number, and e-mails as needed. You can return to this site at anytime to change your contact information and you should remember to do so if, for example, your telephone number changes.

5. Enter the required information on the screen, follow the directions, and click on any necessary check boxes and buttons.

To perform this service, Trocaire College is using a company called Blackboard Connect and a system called Connect Ed. Blackboard Connect handles your information with the strictest confidentiality- it will not be used for any other purpose.