Test of JeffALERT Emergency Notification System Scheduled for October 14; Update Your Emergency Contact Info Today!

At Jefferson we are committed to ensuring the safety of our students, faculty and employees. One of the ways we inform the Jefferson community of potential emergencies on campus is through JeffALERT, our emergency notification system.

During a serious threat to campus security, JeffALERT allows us to send you simultaneous alerts through text messaging, phone calls (voicemail if the phone is not answered) and email using devices such as cell phones, pagers, tablets, home phones and desktop/laptop computers.

On Tuesday, **OCTOBER 14 at noon**, Jefferson will conduct a CAMPUS-WIDE test of the JeffALERT system. All students, faculty and staff will receive a test alert on this date to:

- ensure that the system is functioning properly
- validate your contact information
- help you become comfortable with how the system operates, and
- familiarize you with the types of messages that can be sent from JeffALERT

The effectiveness of JeffALERT in an emergency situation depends on having up-to-date personal contact information from you. In preparation for this October 14 test, we are strongly encouraging you to take a few minutes to review and update your contact information **by October 9** to ensure that you receive this test as well as other alerts, in the event that there is an emergency on campus.

**Faculty and Staff:**
To update your contact information:

- Log-in to [Employee Self Service (PeopleSoft)](https://employee.jefferson.edu): off-campus users must enter use RAP or VPN. If you need assistance accessing Employee Self Service or entering information, contact the IS&T Operations Center by calling (215) 503-7975
- Click on **Personal Information**
- Click on **Phone Numbers**
- To add a phone number, click the “Add Phone Number” button and fill in the appropriate information
- To update a phone number, click the appropriate text box and make the needed update
- Indicate which devices should receive JeffALERT by checking the box in the JeffALERT column
- To delete a phone number, click the delete button next to the number you want to delete
- Make sure that your numbers are entered for the correct device type (e.g. do not enter a pager number in an area marked personal cell phone)
- If you are entering a cell phone, make sure to select the carrier from the drop down menu
- When you are finished making changes, be sure to click the “save” button to update the system

**Students:**
To update your contact information:
• Access Banner web via Blackboard at https://banner.jefferson.edu/pls/tju/ldapauth.TJUDOLogin.
• Select “Personal Info” and choose the JeffALERT icon at the top of the page.
• Update often and provide contact information about YOU, the subscriber, to JeffALERT.

Please note that when you opt to have JeffALERTs sent to your personal cell phone, you may incur a charge for the SMS/text message, depending on your phone plan.

JeffALERT will use all or some of the phone numbers you provide (in addition to your Jefferson e-mail) to communicate with you, depending on the type of emergency.

To learn more about JeffALERT, visit our website: http://jeffalert.jefferson.edu.