

How to update your emergency notification system phone number

1.) Look for the District Applications icon on your administrative office computer.

2.) Click on LACCD [(A)1.9 (C)1.9 (A)1.9 (06 TP004 38(d)3.7w 31-6.6 (alw 1.326 0 -0 0415.042.5 3 ()TJ -

Figure 1.1

- 6.) Employees will be able to update their contact information as well as providing an emergency notification number. Complete the personal contact information and click on save, then enter the SMS phone number and click on the "Opt In" button. You will receive an email to notify you that your information has been added successfully into the District