

## NJC Emergency Notification System Sign-up



1. Visit NJC's website at [www.njc.edu](http://www.njc.edu).
2. Click on Access NJC Icon in the top right corner of the website.
3. Login to Access with your S number and Access Password. Then click on Login.

\* If you have never logged into Access please contact NJC Records office at 970-521-6700 to receive your login information.



Enter your S Number and Password

S Number:

Password\*:

4. On your Access Dashboard, on the right side you will see the Emergency Notification System click on NJC Emergency Notification System Sign-up link.

### Emergency Notification System

Students and Employees - Sign-up for SMS/text messages or to add additional contact numbers, please click the link below.  
[NJC Emergency Notification System Sign-up](#)

5. Add up to four phone numbers to be notified by the alert system.

Home Phone:

Additional Phone 1:

Additional Phone 2:

Additional Phone 3:

6. To receive emergency notification as a text message enter your phone number here and check the box next to "Text enabled".

Mobile Phone:   Text enabled?

7. Click on the Save button to complete your changes.