

What is the ENS?

- The Emergency Notification System (ENS) is a method to effectively communicate emergency information to a large number of people at virtually the same time.
- It is **not** a way to send non-emergency, routine or spam messages.
- Texas State Technical College is committed to a safe and secure work and learning environment.

“ The Everbridge Aware Campus Alert system is a sophisticated tool that is easy to use. I believe it can only further benefit our students, faculty, and staff. ”

Larry Hincker,
Associate Vice President for University Relations
Virginia Tech

Emergencies

- Campus closings
- Building Emergencies
- Potential life-threatening situations on campus
- Extreme Weather Conditions



Look for this icon at www.harlingen.tstc.edu to get started.



TSTC Help Desk

1902 N. Loop 499 • Harlingen, TX 78550
956.364.5000 • 800.852.8784
www.harlingen.tstc.edu

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This publication is available in an alternative format by contacting TSTC Support Services at 956.364.4520.

Stay Informed

STUDENTS • FACULTY • STAFF



Emergency Notification System

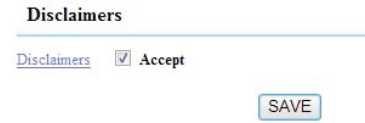
TSTC has chosen **Everbridge** (formerly 3n Global) to provide critical notification services during emergencies.



During an emergency situation, this system will allow TSTC to contact you and provide specific instructions to help ensure your safety. This may include weather related emergencies, school closures, potential dangers, etc.

Getting Started

1. Visit the ENS information site at <http://harlingen.tstc.edu/ens>
2. Log in with your **MyTSTC / WebAdvisor** username and password
To retrieve a forgotten password visit the self-service password utility at <https://sspu.tstc.edu>.
3. Enter your **contact information**.
4. Enter your **emergency contact priorities**.
See illustration below.
5. Accept the **disclaimer** located at the bottom of the page
6. Click the **save button** and close the browser window.
Currently the system does not have a log out option. To ensure your information is protected, close all browser windows to exit out of any active sessions.



Prioritize your contact information by selecting the appropriate numbers in this column

Emergency Priority	Standard Priority	Contact Method
2	1	E-mail Address
N/A	N/A	E-mail Address 2
N/A	N/A	E-mail Address 3
3	3	Home Phone
1	2	Mobile Phone
N/A	N/A	Other Phone
N/A	N/A	BEC
N/A	N/A	SMS Text

Do not edit the BEC field.

Phone Number or Address		
someone@harlingen.tstc.edu		
956-555-5000	Wait time 0	(1-120 secs)
956-555-5555	Provider T-Mobile	
	Wait time 0	(1-120 secs)
	Ext	Wait time 0

Enter all phone numbers in phone number format (000-000-0000)
(This includes the SMS Text field)

The Everbridge System supports multiple communication paths:

- E-Mail
- Phone
- Mobile Phone
- SMS Text

The Mobile provider is requested in case the system needs to leave a voice mail message.

“N/A” on your Emergency Priority contact tells the system not to contact you on that communication path.