

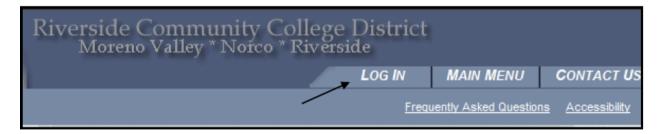
During emergencies and critical events it is crucial that RCCD staff and faculty have several ways to receive information about the situation and how to respond. RCCD is implementing a new (and temporary) emergency mass notification system. A sub-committee has been formed to determine a permanent system. The current system requires that staff and faculty who want to receive emergency notifications to their PERSONAL email and mobile phones, provide several pieces of information. Please note that RCCD emails and cell phones will receive the emergency notifications; you do not need to provide work contact information. Uploads to the system will occur once a month, so please register NOW.

Please follow the directions below to register your personal devices and personal emails.

## STAFF PERSONAL PROFILE PAGE FOR EMERGENCY NOTIFICATION

Access WebAdvisor at <a href="https://was02.rcc.edu/RCCD/RCCD?">https://was02.rcc.edu/RCCD/RCCD?</a>

You will need to provide your username and password in order to log in to WebAdvisor. If you know your username and password click on the LOG IN tab at the top of the main menu and follow the instructions for either Faculty or Nonfaculty Employees located on the following page.



If you do not know your user name or password click on the Login Help link located at the left of your screen:



If you do not know your username, click on the "What's My User Name" link.

## What's My User Name?

Your User Name consists of the first letters of your first and last name (all in lowercase) a When logging in, remember that your User Name and Password are case sensitive.

If you don't know your RCC ID number or User Name, click here.



Fill out the appropriate information on the form that will display and click Submit. This will give you your username which is a combination of the first initials of your first and last name and your student ID (example: ab1234567).

If you have not accessed WebAdvisor before, your password will be your six digit birth date (example: June 01, 1970 will be entered as 060170). When you log in you will be asked to change your password.

If you have accessed WebAdvisor before but do not remember your password please click on the "How Do I Reset My Password?" link located on the Login Help page.

How Do I Reset My Password?



If you've forgotten your Password, click here to have a new password sent to your RCC Email account.

Fill out the appropriate information on the forms that display and a new password will be sent to the email account you select on the second screen of the "How Do I Reset My Password?" workflow. After receiving your new password and logging in you will be asked to change your password.

Once you have successfully logged in, follow the instructions below for your employee type.

## **FACULTY PERSONAL PROFILE INSTRUCTIONS**

- 1. Log in. (see directions above)
- 2. Choose the Faculty menu bar
- 3. Click on the Personal Profile link located under the User Account submenu
- 4. Add your Cell number to the appropriate box. Use format: 999-999-9999.
- 5. Choose the C Cell option from the Type box.
- 6. Choose your provider from the options in the Provider box.
- 7. Add or update your personal email address in the Personal Email Address box.
- 8. Check the certification box and click the submit button.

## NON-FACULTY PERSONAL PROFILE INSTRUCTIONS (classified, confidential and managers)

- 1. Log in. (see directions above)
- 2. Choose the Employee menu bar
- 3. Click on the Personal Profile link located under the User Account submenu
- 4. Add your Cell number to the appropriate box. Use format: 999-999-9999.
- 5. Choose the C Cell option from the Type box.
- 6. Choose your provider from the options in the Provider box.
- 7. Add or update your personal email address in the Personal Email Address box.
- 8. Check the certification box and click the submit button.