



# UPDATING SECURITY NOTIFICATION PREFERENCES

## STUDENTS



- Visit <https://my.colum.edu/>
- Enter username and password if not signed in
- Go to MyColumbia tab
- Select "Update Contact Information"
- Change permission to "Yes"
- Update appropriate number(s) and email address for contacting you to receive campus emergency notifications. Re-enter cell phone number to receive text message.

The screenshot shows the MyColumbia Student Home page. The 'MyColumbia' tab in the navigation bar is circled in red. In the 'My Profile' section, the 'Update Contact Information' link is also circled in red.

The screenshot shows the 'Address/Emerg Update' form. A red arrow points from the instruction 'Change to "yes" for permission to contact you for emergency notifications' to the 'Change to No' button. A blue box contains the instruction: 'Update appropriate number(s) and email address for contacting you to receive campus emergency notifications. Re-enter cell phone number to receive text message.' Blue arrows point from this box to the 'Update' buttons for Local/Home Number, Cell Number, and Text Number, and to the 'Update Personal Email Address' button. The form includes fields for mailing and permanent addresses, contact numbers, and emergency contacts.

**Change to "yes" for permission to contact you for emergency notifications** → Change to No

I give Columbia College Chicago permission to use the information below to contact me or the people listed below in an emergency situation:  Y

What address should we use for your local/Chicago (Mailing) address?	600 S. Michigan Avenue Chicago, IL 60605 312-369-1234
What is your Permanent Address?	600 S. Michigan Avenue Chicago, IL 60605 312-369-1234
What is your Local/Home Number? (Update)	312-369-1234
What is your Cell Number? (Update)	312-369-1234
What is your Text Number? (Update)	312-369-1234
Update Personal Email Address	Colum.edu
Who is your emergency contact? (parent? Close friend?) #1	Relative - Priority 1 Jane Doe 600 S. Michigan Avenue Chicago, IL 60605 312-369-1234 columbia@gmail.com
Who is your emergency contact? (parent? Close friend?) #2	Relative - Priority 2 John Doe 600 S. Michigan Avenue Chicago, IL 60605 312-369-1234 columbia@gmail.com
Add Emergency Contact	
Evacuation Assistance?	<input type="checkbox"/>

**REQUIRED:** Any individual, that is unable to safely and expeditiously maneuver the stairs or fire escape due to a permanent or temporary disability may need additional response assistance in the event of an emergency evacuation. Select Y if you have special requirements for Building Evacuation, or N if you do not.