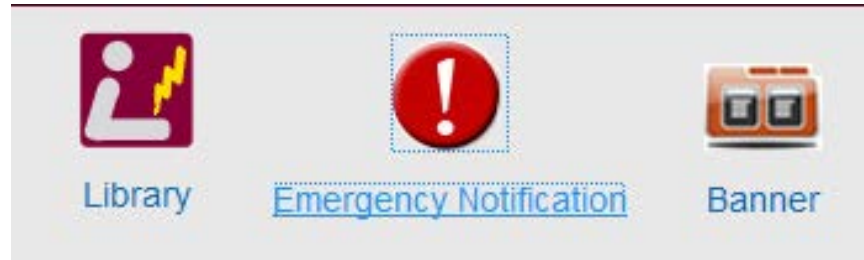


## Emergency Notification Setup:

To sign up for Emergency Notifications, log in to myFairmontstate. Click on the Emergency Notification icon. If you are not yet enrolled, this will enroll you and allows you to input your contact information.



If you are already enrolled, clicking on the Emergency Notification icon will allow you to edit your emergency notification settings and contact information.

## Configuring Notification Preferences:

To add or edit your phone number(s) click on Update in the Phones section:

**Phones**

(304) 694-3234

**Update**

To add or edit your email address(es) click on Update in the Emails section:

**Emails**

Karen.Beal@fairmontstate.edu

**Update**

Be sure to click Save when you're done entering your contact information.