Updating your myCommNet Alert Emergency Notification Information.

This system sends messages to both students and employees in the event of an emergency at their institution.

1. Begin my logging into the myCommNet portal for the community colleges

You will see the myCommNet Alert module right on the Home page. During the period when this system is being launched initially, both students and employees will be presented with the update form automatically, but you can always go back and update it.

Both students and employees will be prompted periodically to check and confirm your contact information.

2. To access the update form, click the Banner Self Service button.

3. You will see the list of colleges with which you are affiliated. You only need to choose one college—you don’t need to update your contact information separately for each one.
4. Click the “Personal Information” link or the Personal Information tab.

5. Click the “Emergency Notification Contact Data Collection” link.

You will be on the myCommNet Alert Update Page. When you visit this form, it is in “UPDATE" mode by default. The first time you are presented with this form, you will see the default information that is on record for you with the college in Banner.

6. Enter any additional contact information in the lower part of the form. Once you have updated your information, click the "Submit" button at the bottom of the form.

If your information is correct, simply click the "Confirm" button and then click “Submit” at the bottom of the form.

Students will see an "Opt Out" button. If you click this and “Submit”, you will not receive any emergency messages, including weather closing messages. Employees (including staff, as well as fulltime faculty and adjuncts) will not see an "Opt Out" button.

Students can update their home address or home phone in Banner Self-Service by going to "Personal Information", "Update Address(es) and Phone(s)." Employees cannot update their home address, home phone number, or primary email address. To do that, please contact your local HR director.