To all UNC Charlotte Faculty/Staff,

The University of North Carolina at Charlotte Police Department strives to provide you with timely warnings in the event of an emergency on campus. In order to do this in an effective and efficient manner the University wants every faculty/staff member to enroll in its Emergency Text Message Notification Program. Fully implemented, this will allow the Police Department to disseminate an emergency text message to every faculty/staff member in the event of an emergency that presents an imminent threat to the safety of campus community.

The UNC Charlotte Police Department strongly encourages every faculty/staff member to enroll in the program by adding a textable cellular phone number in their Banner/49er Express account. If you have already added a textable cellular phone number to your account then you are already enrolled in the program and you do not need to take any further action. If you are uncertain about your enrollment status or wish to enroll, please follow the steps listed below to check the status of or make changes to your account. While many of you previously signed up to receive text alerts at www.uncccharlottealerts.com, you will still need to update your Banner/49er Express account to ensure your enrollment in the program as the UNC Charlotte Alerts program is undergoing a major system upgrade.

Please follow these steps to sign-up for Emergency Text Message Alerts

Log into your 49er Express account (https://49erexpress.uncc.edu/cp/home/displaylogin), from there you can verify your enrollment in the program, enroll yourself in the program if you are not already enrolled, update your contact information, or decline your automatic enrollment in this Emergency Text Messaging Program. All of this can be done by accessing your 49er account and clicking on the “Banner Self Service” option.

Click on the “Employee Home” tab at the top of the page
Select “View Addresses and Phones”

Click on the “Update Address(es) and Phone(s) link at the bottom of the page.
From the “Update Address(es) and Phone(s)” screen, select the “Current” link under your Permanent Address.

From this screen you will have the option to add a cellular phone number. Select the “Cellular Phone” option from the drop down box under “Phone Type”, add your textable cellular phone number, and press the “Submit” button at the bottom of the page. Once you have done this you will be automatically enrolled in the Emergency Text Message Notification Program. From this screen you also have the option to delete your cellular number which will automatically remove you from the program. Please note that if you choose to remove your cellular number from the program and an emergency occurs on campus, you will not receive an emergency text message, you will only email notifications disseminated by the University.
Once you have entered a textable cellular phone number and clicked “submit”, the screen should indicate that you have added a cellular number as seen below:

<table>
<thead>
<tr>
<th>Permanent</th>
<th>Phones</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current:</strong> Feb 14, 2012 to (No end date)</td>
<td>765-4321</td>
</tr>
<tr>
<td>123 Main Street</td>
<td><strong>Cellular Phone:</strong> 123-456-7890</td>
</tr>
<tr>
<td>Charlotte, North Carolina 28223</td>
<td></td>
</tr>
<tr>
<td>Mecklenburg</td>
<td></td>
</tr>
</tbody>
</table>

Any questions pertaining to this procedure should be directed to the attention of Lt. Brian Thomas (bsthomas@uncc.edu), UNC Charlotte Police and Public Safety.

Thank you for your attention to this matter,

UNC Charlotte Police Department
9201 University City Blvd
Charlotte NC 28223
(704) 687-2200