**CATAWBA**!erts is the emergency notification system that alerts the college community to an emergency situation on campus. When an emergency occurs, a **CATAWBA**!ert with a brief summary of the emergency situation is promptly sent to the list of phone numbers and/or email addresses you have registered. Additional details will be posted on the college website, Facebook, Twitter, and e2.catawba.edu. Students may also register their parents for text messages, email and/or voice messages so they will be alerted in case of an emergency on campus.

Note that Catawba College requires all current employees and students to register at least one text or voice number for receipt of emergency notifications. You will eventually be locked out of CatLink if you do not provide this data.

**To Navigate to the CatawbAlerts Data Entry Screen, see instructions below, then follow instructions to the right.**

**CURRENT CATAWBA USERS** *(you've logged in to CatLink before)*

- Log in to CatLink.
- Find the Quick Links channel on the Home tab.
- Click on the CatawbAlerts link.

**IMPORTANT:**
If you have NOT fully set up CatawbAlerts, you will get an error trying to log into CatLink (see below). Click the CatawbAlerts link and enter your username and password. Once you have fully set up your CatawbAlerts data, you will be able to log in to CatLink normally. If you do NOT provide required CatawbAlerts data after 3 CatLink login attempts, you will be locked out of CatLink.

**NEW USERS**
- First CatLink login—prompts you to change your initially-assigned password.
- Second CatLink login—prompts you to set up your CatawbAlerts. See screenshot and IMPORTANT note above.

**1 You must provide at least one text or voice number!**

Note that Catawba Colleges requires that all current employees and students register at least one text or voice number for receipt of emergency notifications.

**Text**
Please provide up to two cell phone numbers capable of receiving text messages. Note that upon submission of a new cell phone number, a text is immediately sent to that device. You must validate the text message as instructed in order to validate that cell phone number in CatawbAlerts. Only validated numbers will receive emergency notifications.

- Enter up to 2 cell phone numbers capable of receiving text messages
  - Format should be numbers only
  - Phone numbers submitted for text contact must be validated

1234567890
9999999999

**Voice**
Please provide up to four phone numbers where you can receive voice messages. Note that you can list cell phone numbers that you included in the ‘Text’ section to receive both a text and voice message on that device.

- Enter up to 4 phone numbers capable of receiving voice messages
  - Format should be numbers only

1234567890
9999999999
9876543210
8888888888

**Email**
Please provide up to 6 non-Catawba email addresses to receive emergency notifications. Note that upon submission of a new email address, an email is immediately sent to that address. You must click on a link in that email message in order to validate that email address in CatawbAlerts. Only validated email addresses will receive emergency notifications.

- Enter up to 6 non-Catawba email addresses

- Email addresses must be validated

1stpotus@aol.com
georgew@gmail.com
gwashington@ctc.net
washingtong@yahoo.com
mtvernonman@outlook.com
gwdollar@mail.com

Click **Update** to submit and process your contact data

See next page for notes on validating text numbers and/or email addresses and editing **CATAWBA**!erts contact information.
Why am I being required to set up CATAWBAalerts?

In order to protect your health and well-being, it is vital that Catawba College is able to contact you as quickly as possible with critical information regarding campus emergencies or closures.

What types of messages are considered emergency messages?

Emergencies are considered any event that poses a safety risk to the campus community. For example, the most common use of CATAWBAalerts will be to communicate when the college is closed due to inclement weather. Other types of emergencies may include unexpected occurrences such as an active shooter on campus, earthquakes, major weather emergencies, unscheduled college closings or any unexpected event that may put your safety at risk.

Is my information shared with any other groups or individuals? Will I receive advertisements or text messaging spam?

No, never. Your information is not shared with or sold to third parties. We respect your privacy and you will never receive anything besides official Catawba College communications.

What happens if I don’t register contact information with CATAWBAalerts?

You will not be able to login to CatLink (necessary for registering for classes, viewing grades, accessing financial information, etc.) until/unless you provide at least one validated text or voice phone number. If you provide a text number but do not validate it, you will be allowed to login to CatLink 3 times before access is denied.

Do I have to provide text numbers and voice numbers and email addresses? What if I don’t have a text capable phone or cell phone?

If you wish, you can provide up to 2 text numbers, 4 voice numbers, and 6 email addresses, but you are not required to provide data for all the contact methods. At a minimum, however, you must provide at least one text or voice phone number; please note that the voice phone number can be a landline phone number.