

# NCFSafe Emergency Notification System

"Protect yourself and help keep New College safe"

#### What is NCFSafe?

The NCFSafe system enables the College to contact all members of the New College community simultaneously via email, analog and cellular telephone, and text messaging in the event of an emergency. By taking a few moments to sign up for the system, you can help us develop this powerful resource that will enable us to better protect you and the rest of our campus community.

### How do I sign up?

You can sign up by logging into NewCLEIS. Complete directions are on the back of this sheet.

You will need to enter the following information:

*Your cell phone number* – This should be the cell phone number where you can be reached during most hours of the day or night. If you do not have a cell phone, please provide an alternative number where you can be reached.

*Non-NCF email address* – If you have a personal email account on a system that you check more frequently than your NCF email, please let us know.

### How will my information be used?

All information supplied to the NCFSafe database will be used for emergency purposes only and will not be shared with any outside vendors or with campus offices for correspondence or access unrelated to emergency notification.







## Signing Up for NCFSafe

- 1. Go to the NewCLEIS landing page: http://www.ncf.edu/newcleis
- 2. The User ID is the N-Number, and the PIN will be your birthdate expressed as a 6-digit number MMDDYY unless you have changed it. Click "Login."
  - \*\* If you do not know your N-Number, click "Find N Number" at the top of the page.
- 3. Click "Personal Information."
- 4. "NCFSafe Emergency Notication Sign Up" should be the first item in the menu which appears; click it
- 5. You should now be at the NCFSafe sign-up. Please type in your cell phone number and a non-NCF email address. If you have multiple emails, please enter the one you most frequently check.
  - Phone numbers should be filled out area code first. Do not put a 1 at the beginning of the number. Sample: 941-555-1234.
- 6. Once you have filled out the form, click "Submit Information."

**Important:** When you have successfully signed up, you will see "Your information has been updated. Thank you!" appear in red letters at the top of the form. If you do not see this message, the signup is not complete; click "Submit Information" to send the information to our server.

