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Emergency Response Team's Guide to Stay Connected

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University Park, September 14, 2022

Emergency Response Team's Guide to Stay Connected



Welcome Back, Jaguars! We are fortunate to begin this school year in-person, and have updated the university's COVID-19 masking requirements.

We are managing the COVID-19 pandemic by maintaining a healthy campus, which requires the most recent contact information for timely and important updates.

GSU's Emergency Response Team (ERT) is suggesting two ways for you to stay connected.

Update your contact information

The university needs to be able to reach you in case of emergencies. If you are a **student** (new or returning), please login into your myGSU portal and update your emergency information.

If you are a **faculty or staff member**, please login into your myGSU portal and update your emergency information. If you have any questions, please contact Human Resources at <u>708.534.4100</u>.

Here's how to update your emergency and contact information on the myGSU portal in the *Online Services* section:

To update emergency contact information:

- Click on Employees
- Click on Employee Profile
- Click on Emergency Information

• Input new or updated information

To update contact information:

- Click on Employees
- Click on User Account
- Click on *User Profile*
- Input new or updated information

Log In

Check Blackboard and Email

Students, check <u>Blackboard</u> and email regularly for class and campus updates.

In addition, check <u>Instagram</u> and <u>Facebook</u> for important (and fun) communications.

Stay safe and have a wonderful school year, Jaguars!