



MORTON COLLEGE

Emergency Notification System

About This Guide

- This guide will provide some frequently asked questions about the emergency notification service.
- This guide also covers how to login and how to add or update your profile with important contact information. Information that can be added and/or updated include;
 - Personal Email Address(es)
 - Personal Phone Number(s)

***Important:** Addresses can be left blank. Not used at this time*



FAQ

Morton College utilizes the Regroup service to send emergency notifications in the event of an emergency on campus. Emergency alerts are sent via text messages, e-mail, and voice notification. Regroup enables the College to provide a safer environment, enhanced emergency preparedness, and keep our students, faculty, and staff better informed.

Q. What kinds of messages will I receive?

A. You will receive three types of messages: 1) messages sent to test that the system is functioning properly will be clearly identified as test messages. These test messages are sent out approximately twice a year. 2) Actual alerts about campus emergencies, closures, or delayed openings. 3) General communications from the College.

Q. Who receives the messages?

A. Students enrolled for classes at the current time will receive messages, as well as currently employed faculty and staff.



FAQ

Q. Does my information get shared for any other purpose?

A. The contact information provided to the College will only be used for campus emergency notifications and other general communications from the college. Contact information provided for emergency alerts will not be made available to any other service.

Q. Is the Regroup emergency notification system the only communication system that the College will be using for weather emergencies, closings, or delayed openings?

A. No. Morton College will use other means of communication. Messages will appear on the Colleges website, Panther Portal and the Emergency Closing Center.

<http://www.morton.edu>

<https://my.morton.edu>

<http://www.emergencyclosingcenter.com>

[Local media outlets](#)



FAQ

Q. Can I add contact information for family members or friends?

A. Absolutely! You can add phone numbers and email addresses for family members or friends that you would like to also get notified in the event of a campus emergency, closing or general communications from the College.

Q. Can I select the method of notification?

A. Yes! You can select if you want to be notified only by text message, email, voice or all methods.



How Do I Access The System?

- Open a web browser and navigate to:
 - <https://morton.regroup.com>
- At the login screen, enter your credentials and click “**Sign in**”
 - **Note:** Your credentials are the same as Panther Portal / Blackboard / Workstation / Email
- You should now be at the Regroup emergency notification system profile page.



Updating Profile Information - Email

■ Email Addresses Section:

- The primary email address is your College assigned email address and cannot be changed.
 - Click “**+Add another email address**” and enter in the email address.
 - Click the box “**Send email here**” if you want the notification sent to this email address.
 - Click “**Save**” at the bottom of the page.
 - A confirmation email will be sent to that email address. The email address needs to be confirmed before notifications are sent.
 - If the confirmation is not received, click “**Resend confirmation.**”
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- Enter additional email addresses as necessary and click “**Save**” when done.
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- **Tip:** Click the trash can icon to the right of the email address to delete that email address entry.
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- **Reminder:** Each email address needs to be confirmed before notifications are sent.



Updating Profile Information - Phone

- **Phone Numbers Section:**
 - Click “**+Add new Phone Number**” and enter in the phone number and select a type.
 - Select whether you want notifications to be “**voice**” or “**text.**”
 - Make a selection for the consent “**I allow Regroup to send me voice or text messages.**”

- Enter additional phone numbers as necessary and click “**Save**” when done.

- **Tip:** Click the trash can icon to the right of the phone number to delete that phone number entry.



Questions?

- If you have questions or need assistance, please contact the MIS Help Desk:
 - Email: helpdesk@morton.edu
 - Phone: (708) 656-8000 ext. 2444

- Please provide:
 - Full name
 - Date of Birth
 - Employee/Student ID #
 - Available on the Panther Portal
 - Academic Profile > My Class Schedule (Students)
 - Employee Profile > Pay Advices (Employees)
 - Clear description of the problem including any error messages

