## **Regroup – Emergency Notification System**

Southeast Community College uses the Regroup communication service to deliver messages to our faculty, staff, and students during emergencies, campus weather closings, and other important information as needed.

Notifications are sent, based on your primary campus and/or class registration information, to your SCC email address. To receive notifications via text messages, or to add additional e-mail addresses, you must log in to your Regroup account.

### Adding Emails and Phone Numbers

Or

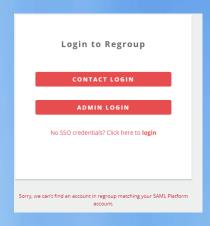
- 1. Log in at <a href="https://thehub.southeast.edu">https://thehub.southeast.edu</a>
- 2. Select "Regroup" from the Apps/Bookmarks section along the right of the screen or Quicklinks in some views:



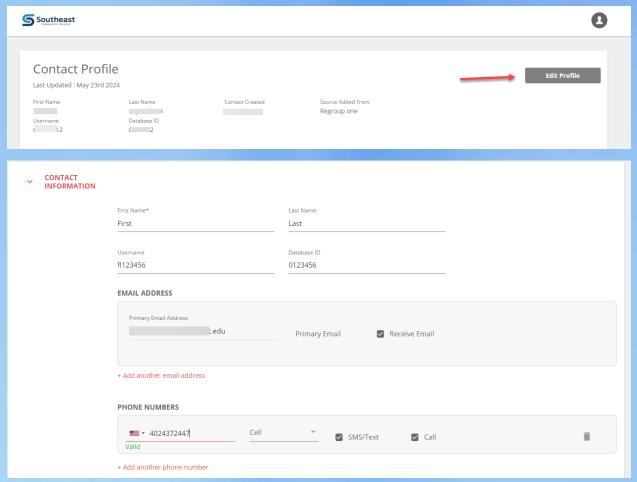




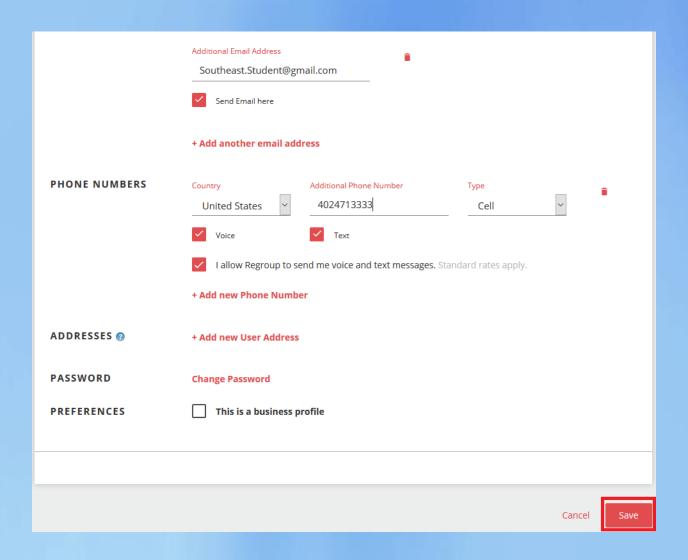
# 3. Click Contact Login if the following screen presents (you may need to click it twice):



4. Your Southeast email will already be populated. There are options to add additional emails or phone numbers. Click Edit Profile to change the information. The Addresses section is not used.



#### 5. Click "Save" in the lower right hand corner after making any changes.



6. You will receive a confirmation e-mail with a link to verify the changes. You will not receive notifications unless you confirm your e-mail.

7. There is a "Change Password" link in Regroup. Do not change your password in Regroup.

## **Deleting A Contact Method**

You will continue to receive notifications after graduation. If you would like to stop receiving these messages:

- Follow steps 1-3 above.
- Click the trash can icon next to the contact method you would like to delete.
- Click the "Save" button in the lower right hand corner.

