ENTERPRISE STATE COMMUNITY COLLEGE
ALABAMA AVIATION CENTER

Weevil Alert Instructions for Faculty & Staff

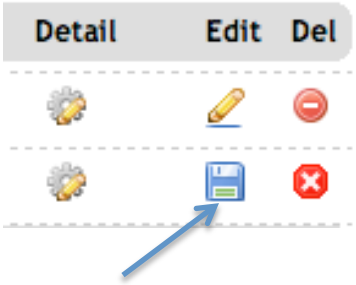
IMPORTANT – PLEASE READ
Weevil Alert will be the emergency notification system used by ESCC to alert all students, faculty, and staff of any emergency situation located on any of the ESCC campuses. It is imperative that you login to your Weevil Alert account to ensure that your correct contact information is in place.

INSTRUCTIONS

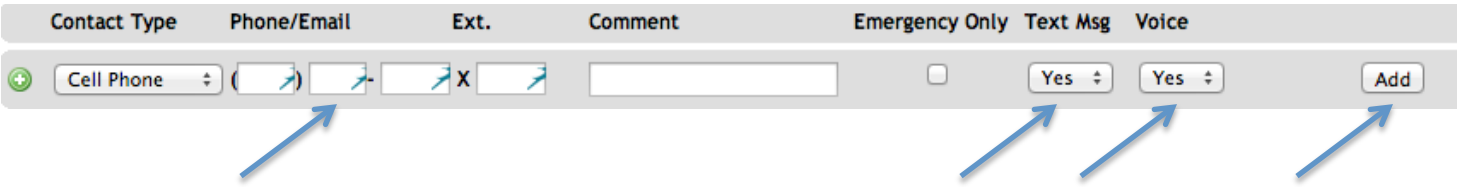
1. Go to www.myschoolcast.com/go/ESCC
2. Login with the username and password that was emailed to you at your ESCC email account. If you did not receive the email or cannot locate it, email helpdesk@escc.edu for assistance.

3. On your account page, make sure that your phone number and email address listed are correct. If not, click on the edit button to the right to make changes. If your home telephone number is the only number listed, it is best for you to add a cell number as well. Step 5 below will show how to do this.

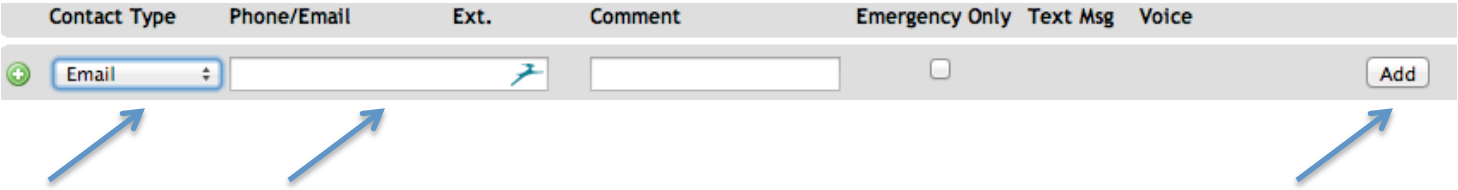
4. Click the save icon once you have made a change.



5. If you would like to add an additional cell phone number to your Weevil Cast account, enter your number, choose if you'd like to receive texts or calls to the number, then click add.

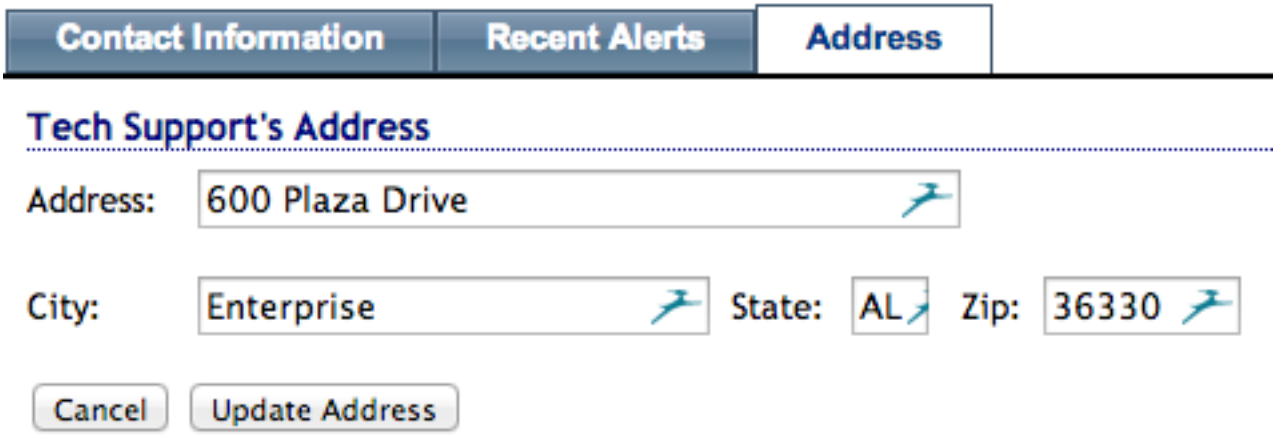


6. If you would like to add an additional email account to your Weevil Alert, select email from the drop-down menu, enter your email address, then click add.



7. The "Recent Alerts" tab will show all recent alerts that you have received.

8. The “Address” tab will list the current address on file for you, and allow you to update it if needed.



9. Once you have finished making any necessary changes, click the “Logout” button.