

St. Norbert College Campus Emergency Notification System

Note: You may want to print these instructions for reference while registering.

Students, faculty, and staff can register up to five voice phone numbers and one text message cell phone number for emergency notifications. Your College e-mail address and land line phone are already registered and may not be changed. You are encouraged to register your cell phone(s). By entering a phone number, you are authorizing the Campus Emergency Notification System to use it to contact you. To register your additional phone numbers and text message phone number with the Campus Emergency Notification System:

1. Go to KnightLine at <http://www.snc.edu/knightline>.
2. Click on Enter Secure Area.
3. Enter your 9-digit St. Norbert ID number (found on your St. Norbert ID card and account statements), including the leading zeros, and your 6-character KnightLine password.

KnightLine passwords: New students receive their initial KnightLine passwords via e-mail. If you don't know your KnightLine password, you may contact the Technology Support Help Desk to have it reset. If your KnightLine account becomes disabled, your password will automatically be reset and you will receive an e-mail message containing a new temporary password within a few minutes. For more information about KnightLine, see the Registrar's web site at <http://www.snc.edu/registrar>.

4. Click on Personal Information.
5. Click on Campus Emergency Notification Numbers.
6. In the "Land/Cell Phone 2" through "Land/Cell Phone 6" boxes, enter your emergency notification voice number(s). Leave any boxes you're not using blank.
7. To add or change a cell phone text message number, use the "Text Message Phone" boxes at the bottom of the list.
8. When finished, click the Submit button. You will be returned to the Personal Information screen.
9. Log out of KnightLine using the Exit link in the upper right.

For questions about using KnightLine to register for the emergency notification system, contact the Help Desk at (920) 403-HELP/4357. For other KnightLine questions, contact the Registrar's Office at (920) 403-3216.

For questions about the emergency notification system itself, contact Kristee Becker, Director of Risk and Property Management, at (920) 403-3066.