

# St. Norbert College Campus Emergency Notification System

## How to register your phone numbers:

1. Go to Knightline at <http://www.snc.edu/knightline>
2. Click on **Campus login**.
3. Enter your **SNC login and password**.
4. Click on **Personal Information Tab**.
5. Click on **Campus Emergency Notification (CENS) Numbers**.

SNC Campus # box defaults to your SNC room number if you have one.

6. In the **Off Campus Landline box**, you can enter a land line.
7. In the Cell Phone-Voice notification box, enter your cell phone number.
8. In the Cell Phone-Text notification box, enter your cell phone number to be sent emergency messages via text.

**NOTE-PHONE NUMBERS SHOULD BE ENTERED WITHOUT DASHES OR SPACES.**

9. When finished, click the **Submit** button.
10. Log out of Knightline using the **EXIT** link in the upper right.

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SNC login ID:  
Enter your St. Norbert College six-letter login ID

Password:

4

Student Services  
Employee  
**Personal Information**  
Alumni and Friends

5

Your Personal Information at SNC  
**Campus Emergency Notification (CENS) Numbers:** View and update SNC Campus Emergency Notification System phone numbers.

Phone Type	Area Code	Phone Number	Last Activity Date
SNC Campus #	920	4031111	06/21/2011
6 Off Campus landline			
7 Cell Phone Voice Notification			
8 Cell Phone Text Notification			