IMPORTANT MYTECH LINKS, EMERGENCY ALERTS SETUP, INFORMATION SOURCES

For your safety, security and the peace of mind of those who love you, you need to check/add/correct/note the following information. Much of this is done after you logon to Raiderlink and you choose the TTU MyTech file tab.

PERSONAL INFORMATION (Click on “My Personal Information” under your R Number in the black bar above the tabs.)

1. **Addresses.** You need to maintain your Addresses and Emergency Contacts in the system. Think worst case scenario as you plan! Review them at the beginning of every semester and update them whenever they change.

2. **E-mail Address.** If you have not set up your Eraider account, you will need to contact the Information Technology (IT) people at 742-HELP or in the west basement of the library in the Advanced Technology Learning Center (ATLC). They are also the folks to contact if you have trouble accessing your email.

3. **Directory Profile.** This is where you indicate what information you wish to make public and which not. Check it out.

ADDITIONAL LINKS

1. **Registration Status (Dates & Holds).** Found in the Action Items box, under Manage My Enrollment, then Registration, and finally, “Registration Status (Dates & Holds)”. Here you will find the day and time on which you will register during the next registration cycle. The registration dates are usually for the previous semester. The date information is updated approximately a month prior to Advance Registration. Information on holds is vague on this first screen. Go to the bottom and click on the View Holds link then read this info slowly and carefully. The Originator is the one who set the hold. Only they can remove it so if the Reason isn’t clear, contact them directly.

2. **Request Enrollment Verification.** Also found in the Manage My Enrollment section under the Registration subheading some of you may need this to prove you are a current student for your family’s insurance company or an outside funding source, etc.

3. **Transcript.** Another item in the Manage My Enrollment section, the Transcript link allows you to view your Unofficial Transcript as well as request that one be sent somewhere. Additional links allow for checking on the status of that request and managing any problems encountered. My concern here is that you know this is where 1) your total Earned Hours, grade point averages and grades are found. Check them to make sure the correct grade was posted. Teachers occasionally make mistakes. Only the TTU GPA counts here. 2) all courses you have earned credit for are listed. You also need to be aware that follow-up on your part may be necessary in order to get a score(s) or a transcript(s) posted. It’s not enough to make the request. You must check up and see that it was done. If a course you took here at Tech isn’t there, please contact the Registrar’s office.

4. **Degree Audit.** Found in the Advising Tools box under the Examine Degree Requirements link this resource is supposed to help you figure out which major, minor and General Degree Requirements you have met and not met. **It does not work correctly for the College of Arts & Sciences** although it does work for most of the other colleges so it may help you do a What If audit if you are thinking of changing your major and that major is in a college other than Arts & Sciences. You will get an Official Degree Audit from your Arts & Sciences auditor in Holden Hall 102 after you turn in your degree plan and your Intent to Graduate forms. Arts & Sciences degree audits are normally sent as email attachments and normally take a long time (two months or more) to reach you.

EMERGENCY ALERT NOTIFICATION SYSTEM

The **Emergency Alert Notification System** will inform students, faculty, and staff of important alerts and emergency response information. The system is the official campus emergency communications system and will only be used in critical situations. It **will not** be used to notify family or significant others if students, faculty, or staff are ill or injured.
Go to www.ttu.edu/emergency and read the “Sign up for Emergency Alerts” section to enter/update your contact information. To further ensure that you receive all official emergency alert messages, please add emergencyalert@ttu.edu to your safe senders list and 806-744-9336 to your cell phonebook /contacts. If you elected to receive text messaging, you must reply “Y TTU” to confirm. Text messaging will be sent from 806-742-3177. Consider designating a special ring tone for messages sent to your mobile phone. In the event of an actual emergency, the university will use multiple communication avenues, including the university homepage (www.ttu.edu) as well as email and a phone message(s).

To view a video entitled “Shots Fired”, which provides guidance for surviving an active shooter situation, please go to www.depts.ttu.edu/communications/emergency/ and choose the “Shots Fired Student Training” link on the left. Due to the large file size, high speed internet is suggested for optimal viewing. There are many on campus, including those in the Library and Student Union.

INFORMATION SOURCES
1. TechAnnounce messages are sent out Monday through Friday at 11 AM in the Fall and Spring semesters, less frequently during the summer terms. Although sent to your TTU email address, it is useful to know they are also on the Raiderlink Home tab. The Preferences link there allows you to post an item and search the archives as well as to customize which categories you receive. You will probably want to spend a term or two reading items and noting categories before you can discover which categories actually interest you.

2. Dept Email
To make sure you will receive dept e-mails, make sure that either or both english_undergrads@lyris.ttu.edu and philosophy_undergrads@lyris.ttu.edu are on your safe senders list.

3. Dept websites
English Dept (www.english.ttu.edu). Click first on Undergraduate Programs (on the left), then on either “Advising” or “Courses” from the next page.
Philosophy Dept (www.philosophy.ttu.edu). The main links for you will be “Degrees & Programs” and “Courses”, both on the left.

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