CTX Alert

CTX Alert is the university's Emergency Notification System.

For this system to be effective, we need important information from YOU!

In the event of an emergency, Concordia University Texas will notify you via phone and/or email with information and instructions. This includes, but is not limited to events which require evacuation, create a dangerous situation, or require the closing of a campus and/or the canceling of classes.

Please maintain updated emergency contact information in MyInfo!

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1 On the lower right-hand side of the Concordia Home Page, click *MyInfo*.
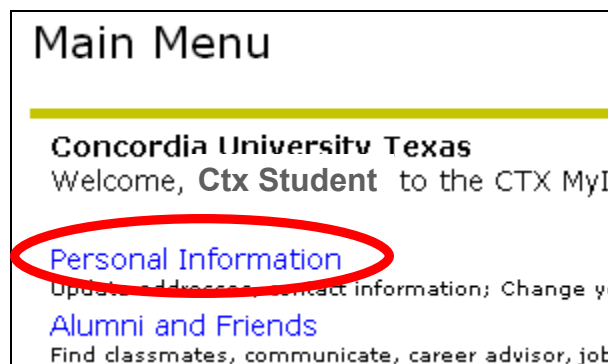
2 Click *Enter Secure Area.*
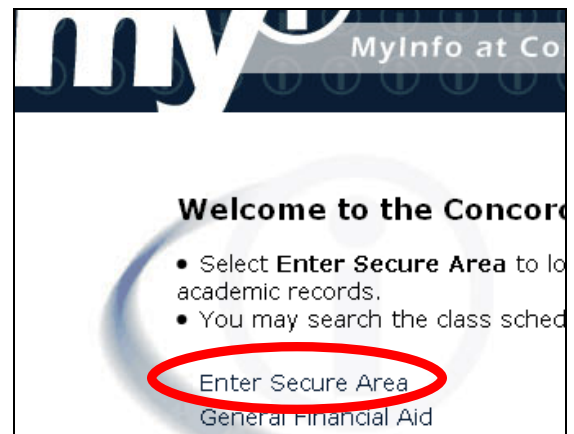
3 Enter your CTX ID as the User ID (B00XXXXXX). Enter your 6 digit PIN and click *Login.*
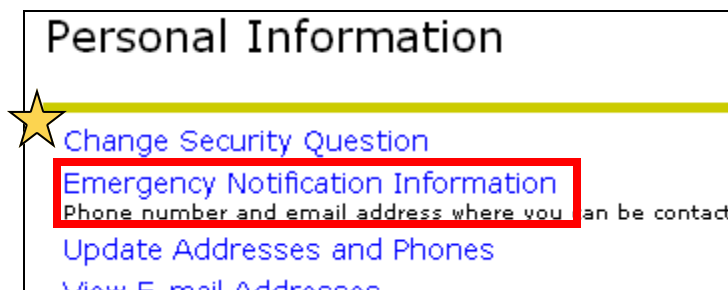
4 Click *Personal Information.*

5 Click *Emergency Notification Information.*

6 Click *Update* to enter the phone and email at which you will be contacted to receive emergency information.

In order to receive these important messages by phone, **you must enter a primary phone number**. Entering a mobile phone number is recommended.
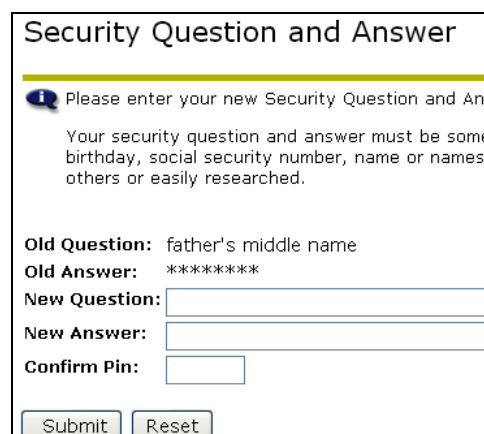
Emergency messages are also sent via email. **By default, the primary email address is your ctx.edu account.** To be notified at another email account, select "Update" on the Secondary Email Address and enter an additional address.

Set up a Security Question

Setting up a Security Question will allow you to access your MyInfo even if you forget your PIN number. Click *Change Security Question.* Your question can be anything, but pick information known only to you, like your first birthday present. Remember you answer is Case Sensitive!