



## CTX Alert

CTX Alert is the university's  
Emergency Notification System.

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

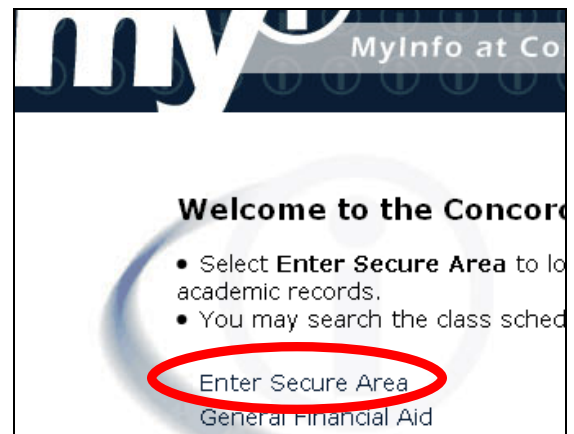
In the event of an emergency, Concordia University Texas will notify you via phone and/or email with information and instructions. This includes, but is not limited to events which require evacuation, create a dangerous situation, or require the closing of a campus and/or the canceling of classes.

**Please maintain updated emergency contact information in MyInfo!**

- 1 On the lower right-hand side of the Concordia Home Page, click *MyInfo*.



- 2 Click *Enter Secure Area*.

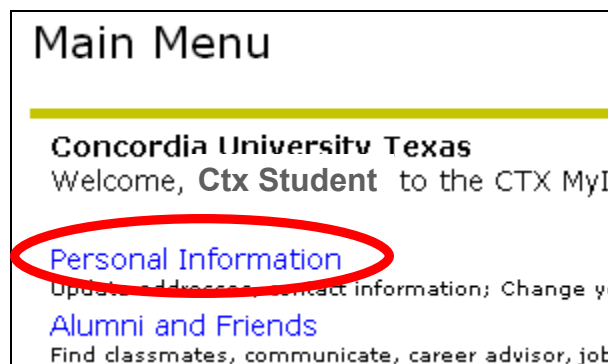


- 3 Enter your CTX ID as the User ID (B00XXXXXX). Enter your 6 digit PIN and click *Login*.

User ID:

PIN:

4 Click *Personal Information*.



**Main Menu**

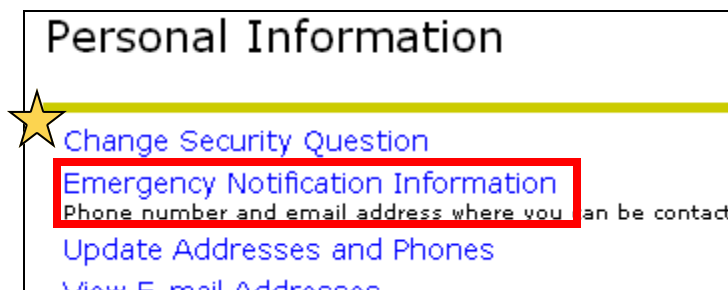
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**Concordia University Texas**  
Welcome, **Ctx Student** to the CTX MyI

[Personal Information](#)  
Update addresses, contact information; Change y

[Alumni and Friends](#)  
Find classmates, communicate, career advisor, job

5 Click *Emergency Notification Information*.



**Personal Information**

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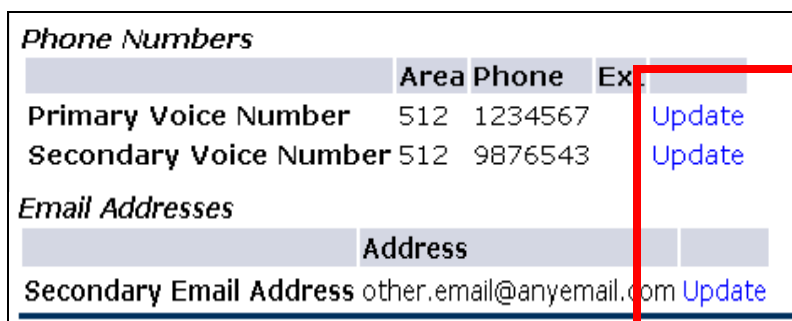
[Change Security Question](#)

[Emergency Notification Information](#)  
Phone number and email address where you can be contact

[Update Addresses and Phones](#)

[View E-mail Addresses](#)

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



**Phone Numbers**

	Area	Phone	Ext	
Primary Voice Number	512	1234567		<a href="#">Update</a>
Secondary Voice Number	512	9876543		<a href="#">Update</a>

**Email Addresses**

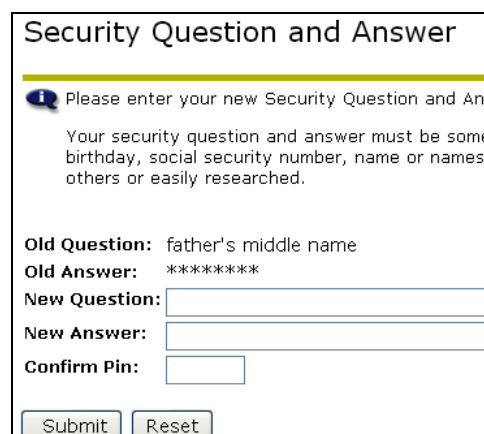
	Address		
Secondary Email Address	other.email@anyemail.com		<a href="#">Update</a>

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 your answer is Case Sensitive!



**Security Question and Answer**

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 Please enter your new Security Question and Answer. Your security question and answer must be something like your birthday, social security number, name or names of others or easily researched.

Old Question: father's middle name  
Old Answer: \*\*\*\*\*

New Question:

New Answer:

Confirm Pin: