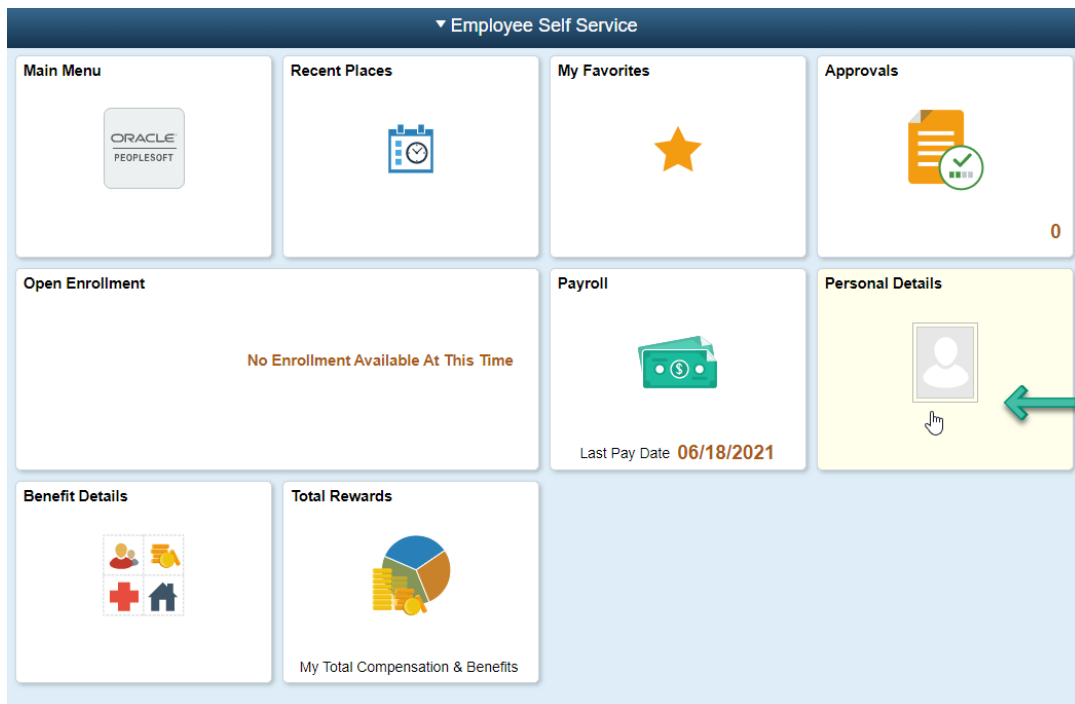




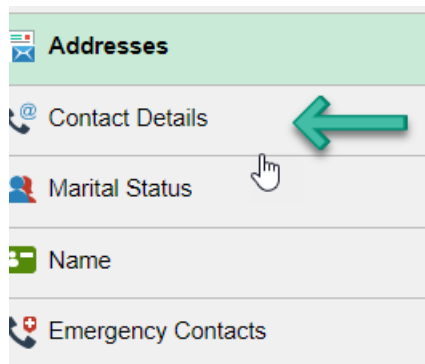
## How to Opt-in to Receive Text Alerts from Orange County Government Through myOCPortal

1). Log into myOCPortal and select the “Personal Details” box indicated by the green arrow in the image below.

Direct Link → [HERE](#)



2). Select “Contact Details” in the menu on the left side of your screen.



3). Click on the “+” symbol indicated by the green arrow in the image below.

Professional Casual

Addresses

Contact Details

Marital Status

Name

Emergency Contacts

### Contact Details

Phone

+

Number	Extension	Type	Preferred
407-555-555		Home	✓

Email

+

Email Address	Type	Preferred
abc123@gmail.com	Home	✓

Instant Message

No data exists.

Add IM

4). Under the first dropdown menu, “type,” select the first option listed, **Alert/TXT**.

Cancel Phone Number Save

\*Type

Preferred

Number

Extension

- Alert/TXT
- Cellular
- FAX
- Main
- Other
- Pager 1
- Pager 2
- Work

5). Once type is selected, enter your cell phone number in the “number” box indicated by the green arrow in the image. Note: do NOT check the “preferred” box (yellow arrow). Your Main/Home/Work should remain the “preferred” as this is the number you can be reached at via voice. Once done, click on the green save button in the upper right-hand corner.

Cancel Phone Number Save

\*Type Alert/TXT

Preferred

Number

Extension

6). Once your number is entered for Alert/TXT, you will see the screen below. Note: “preferred” should be checked for the personal phone number you wish to be contacted at if needed.

If your personal cell phone is the number you would like to receive text alerts on AND have listed as your preferred phone number, you still need to list them separately because each one is for a different purpose

#### Contact Details

Phone

Number	Extension	Type	Preferred	
407-555-5555		Main	<input checked="" type="checkbox"/>	>
407-555-5555		Alert/TXT	<input type="checkbox"/>	>

7). If you want to opt out of receiving text messages, click on the number designated as “Alert/TXT.” In box that pops up, click on the delete button.

#### Contact Details

Phone

Number	Extension	Type	Preferred	
407-555-5555		Main	<input checked="" type="checkbox"/>	>
407-555-5555		Alert/TXT	<input type="checkbox"/>	>

Cancel Phone Number Save

Type: Alert/TXT

Preferred:

Number: 407/748-1014

Extension: [input field]

Delete

For questions or assistance, email [HRIS-Technology@ocfl.net](mailto:HRIS-Technology@ocfl.net).