

MEMORANDUM

TO: Selected Staff

FROM: Information Technology Services (ITS)

SUBJECT: **EMERGENCY CONTACT LIST AVAILABLE ONLINE**

The Miami-Dade County Public Schools' Emergency Contact List (ECL) is now available from the MDCPS Intranet. Each member on the ECL has been given security authorization to access this list. Instructions for accessing the Emergency Contact List are provided below:

- From the MDCPS Home Page, www.dadeschools.net, click on MDCPS Intranet
- Enter the User Authentication. (Employee Number, Work Location, and Password used for CICS)
- Press Enter
- From the Intranet Web Applications page, click on Emergency Contact List
- To display the information of the person that you want the contact, click on their name in the Contact List
- To exit the ECL, screen click on Return to Intranet Application at the bottom of the Contact List

All questions regarding Emergency Contact information should be directed to Mr. Jaime Torrens, Supervisor, Safety/Energy/Community/Fiscal Management at 305-995-1550. If you need assistance with accessing the Emergency Contact List, please call Support Services at 305-995-3705(0).