



Employee Data Record

Employees are requested to provide the following basic profile data for entry into Populi, the Learning Management System used by DWC. Employees may update their profile data (listed below) and public/private preferences at any time.

Divine Word College also utilizes Populi to deliver rapid text notifications during campus-wide emergencies such as severe weather, fires, or immediate safety hazards. Please complete this form to verify your communication preferences.

***NOTE:** Your cell phone number will remain private within your Populi profile and will be used strictly for campus alerts.

Full Name: _____
 Prefix First Middle Last Suffix (Religious Initials Only)

Campus Classification: ☐ Faculty ☐ Staff ☐ Administration **Initial Position/Title:** _____

Make my profile data: ☐ Public ☐ Private **Start Date (MM/DD/YYYY):** _____ **Gender:** _____

Birth Date (MM/DD/YYYY): _____

Emergency Notification Selection:

☐ **OPTION A (Recommended):** Enroll in Rapid Text Alerts
 I authorize Divine Word College to send emergency SMS text notifications to my personal cell phone number (below). Standard message and data rates may apply.

☐ **OPTION B (Opt-Out):** Decline Text Alerts
 I decline to receive rapid text message alerts during a crisis. I acknowledge that by selecting this option, I am responsible for monitoring emergency updates via my institutional DWC email account and listening for audible public campus alarms.

Mobile Phone: _____

Personal Email: _____

Local Home Address: _____

In Case of Emergency:

Contact #1: _____	Contact #2: _____
Name	Name
_____	_____
Phone Number	Phone Number

Race/Ethnicity: Self-reported data apply only to U.S. Citizens and Lawful Permanent Residents

Hispanic or Latino? ☐ Yes ☐ No

Select one or more of the following races:

- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White

By signing below, I certify that the information provided is accurate and authorize the Registrar's Office to update my Populi contact profile accordingly. I understand that I may modify these configuration choices at any time directly through my Populi account portal.

Employee Signature: _____ **Date:** _____

☐ No changes are needed

☐ Please make the changes as indicated

Please return this document to the Registrar's Office or Mailbox #112 when completed.