Registration Instructions

Notify NYLS is a tool New York Law School uses to communicate urgent information to the Law School community using e-mails, text messages (SMS), and phone calls. Users may receive messages about emergency situations that require immediate action, unscheduled campus closings, delays, or early dismissals. Don’t be left out of the loop during an emergency, update your contact information to receive email, phone, and text message alerts! Noted below are instructions which describe how to review and update contact information:

Student Instructions
1. From within the https://go.nyls.edu portal, locate the “Registration and Records” quicklaunch section on the left side of the screen.
2. Click on “Registration and Records” to expand the section.
3. Click on “Update Address, Phone and Email Information”
4. Click on the “Notify NYLS” link near the bottom of the screen.
5. Update your emergency contact information and click “Submit”.

Faculty and Staff Instructions
1. Go to http://notify.nyls.edu and Click the “Sign Me Up!” button.
2. Provide your name, your NYLS email address (nylsusername@nyls.edu) and a password.
3. Check for the confirmation email.
4. Almost done! Use your newly created username and password to login to complete your registration.
5. Associate your account by providing your identification code (number below the bar code on the back of your NYLS OneCard) and your NYLS email address (nylsusername@nyls.edu).

If you are still having trouble please email notify@nyls.edu and your request for help with registering for Notify NYLS, updating your contact information, or to be removed from the system will be returned promptly. Thank you for your patience.