

Policy Name: School Closing & NotifyNYLS Registration/Update Instructions
Effective Date: REVISED August 2, 2017

NotifyNYLS is how we get in touch with you about emergency situations, unscheduled campus closings, delayed openings, or early dismissals.

Please take these steps to ensure you're prepared:

- **Review** New York Law School's closing policy.
- **Check** that your NotifyNYLS contact information is up-to-date. That way, we can alert you about delays or closings.

See below for the policy and instructions on how to check your NotifyNYLS contact information.

Closing Policy

1. If New York City public schools are closed, NYLS is also closed.

This includes the Mendik Library and administrative offices. If NYLS is closed, all classes, exams, events, and other activities are cancelled.

2. NYLS may close or open late if weather conditions make commuting extremely difficult.

This applies even if New York City public schools stay open.

3. If NYLS is open, but weather conditions worsen, NYLS may close early.

Typical early closure is 4 p.m. but could vary depending on the circumstances. In the event of early closure, all classes, exams, events, and other activities will be cancelled.

4. Closures on weekends, holidays, and other times when New York City public schools are not in session will be decided by NYLS administration.

5. During closures, all parts of campus will be closed.

6. NYLS will notify students, faculty, and staff about closings and delays.

The School will make announcements via NYLS e-mail accounts, NotifyNYLS accounts (email, text, and voicemail), the [NYLS home page](#), the [emergency notice page \(http://emergency.nyls.edu\)](http://emergency.nyls.edu), and the NYLS [Facebook](#) and [Twitter](#) accounts. NYLS will notify the community no later than 6 a.m. as to whether the school is open, closed, or delayed for the day, and no later than three hours prior to class cancellation and early closure.

7. NYLS will make an effort to record classes held during bad weather and other extenuating circumstance.

However, the fact that a class is recorded does not excuse a student's absence from the class. Professors are responsible for posting recordings to the class Blackboard via the portal. Professors are also responsible for determining whether a student's absence is excused. All cancelled classes and exams must be made up.

How to Update Contact Information in NotifyNYLS**Students**

1. From within the go.nyls.edu portal, click "Registration and Records" (left side of page).
2. Click "Update Address, Phone, and Email Information."
3. Enter your NYLSID and password (the same ID and password you use to log in to the School network).
4. Click "Personal Information."
5. Click "NotifyNYLS" near the bottom of the screen.
6. Update your emergency contact information, and click "Submit."

Faculty/Staff

1. Go to the NotifyNYLS webpage for faculty and staff:
 - The direct link is <https://notifynyls.bbcportal.com>
 - You can also find this page in the go.nyls.edu portal. Select "Staff Resources," then "HR Resources" on the landing page. Under "Human Resources form," click "NotifyNYLS."
2. Enter your email address and password (the same email and password you use to log in to the School network) and click "Login." If you are logging in for the first time, follow the noted instructions.
3. In the second box on the right column, click "Edit contact information." Update your emergency contact information, and click "Save."

If you need help registering for NotifyNYLS or updating your contact information, contact the Office of Information Technology Helpdesk at 212.431.2316 or helpdesk@nyls.edu