

From: [Mark Heath](#)
Subject: BCP Reminder
Date: Wednesday, March 24, 2021 10:56:30 AM

Good Morning:

Thank you for your support of the University's Business Continuity Planning initiative. As the plan deadline approaches, here are some reminders to aid in the process:

- Help documents and information can be found on the Memphis Ready BCP website. · We can be reached by email at bcp_planning@memphis.edu.
- A link to access the Memphis Ready BCP Software can be found in the [myMemphis portal](#) under the Employee tab. The link is at the bottom left of the page.
- The Memphis Ready Software (Kuali) can be less functional if using Internet Explorer (IE). Please utilize one of the other popular browsers to access the software.
- Feel free to reach out to your ITS LSP to help complete the Information Technologies section.
- **The due date is April 2, 2021.**

Thank you,

BCP Planning Team