## Registering for the Campus Alert System

Every student, staff, and faculty member at any of the public Higher Education locations or the special schools will receive an email from the Campus Alert system with registration information.

The email will be personalized for you and look something like the below.

## Dear Jane,

Your University Campus Alert System, Everbridge, has been upgraded. It provides critical notification services during emergencies and closures. During an emergency, you will receive notifications through this service.

Please take a few moments to register and provide your current contact information. If your contact information has already been entered into the system please verify that it is correct. To get started just click on the link below or paste it into your browser. You will be prompted to create a Username and Password.

 $\label{eq:https://member.everbridge.net/register/private/VcrBg5gUaZUFsspreset2BUcAElCHfwsspreset3Dsspreset3D/0wlBQrkyEyvtTWsspreset2BIOs$ 

Should you have any questions or if you received this invitation in error, please reply to CampusAlert@sdbor.edu

Thank you for your cooperation.

Your University Campus Alert Administrator



The first step is to click on the link in the email to begin the registration process. The registration link is unique to each member and will be emailed to the member to initiate the registration process. You will be prompted to create a unique Username and Password. Your Registration email address will default to the email address that contained your registration link. This is the email address that will be used if you reset your password for the system later.

On the new member registration page give yourself a Username and Password defined as:

Usernames are case sensitive and must be a minimum of 4 acceptable characters. Acceptable characters are: uppercase and lowercase letters, numbers, period, dash (-), underscore (\_), and at symbol (@). No other characters or symbols are permitted at this time.

Password must be 8 to 64 characters long and contain at least three of the following four items: uppercase letter, lowercase letter, number or special character. Special characters include ! @ # % ^ & \* ( and ).

Complete the remaining questions and select 'Create Your Account'.

	Login Sign up Overview FAQs
Sign up	
Creating a profile takes just a few r	ninutes. Remember your username and password so you can log in and change your information at any time.
• Username	User Name
	Usernames must be a minimum of 4 acceptable characters. Acceptable characters are: uppercase and lowercase letters, numbers, period, dash (-), underscore (_), and at symbol (@). No other characters or symbols are permitted at this time.
• First Name	Jane
• Last Name	Doe
* Password	
	Password must be 8 to 64 characters long and contain at least three of the following four items: uppercase letter, lowercase letter, number or special character. Special characters include ! @ # \$ % ^ & ^ ( and ).
* Confirm Password	
<ul> <li>Security Question</li> </ul>	What is your maternal grandmother's malden name?
• Answer	
Registration Email	Jane Doe@sdbor.edu
	I accept the <u>Terms of Use</u>
	Create Your Account >

The My Profile screen will ask you to input contact information and prioritize that contact information for emergency situations. Please include all contact information that you would like the system to use when notifying you in an emergency. Use the up and down arrows to prioritize your contacts. If a contact is blank it is not used for notifications.

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Welcome Test_Contact Logout					
Profile Location	ons Information	Review			
My Profile					
First Name	Jane				
Last Name	Doe				
Middle initials					
Suffix					
External ID	88000000				
Registration Email	Jane. Doe@sdbor.edu	1			
Here's how to contact	Me. (Complete at least 1 )				
Move up or down to change the order.					
🔺 💌 1) Campus Assigne Email	Jane.Doe@sdbor.edu				
<ul> <li>2) Secondary Email</li> </ul>					
▲ 💌 3) Mobile Phone	United States	~	(201) 555-5555		
▲ ▼ 4) SMS (text to cell)	United States	~	(201) 555-5555		
▲ ▼ 5) Business Phone	United States	~	(201) 555-5555		
		Ext	5555		
▲ ▼ 6) Home Phone	United States	~	(201) 555-5555		
A v 7) Second Mobile Phone	United States	V	(201) 555-5555		
	Save & Continue >				

After your information has been updated click 'Save & Continue'

		SDSD SDSD SD Store in the Bind
Welcome Test_Contact Logout		
Profile Locations	Information Review	
My Locations We will use the location information you prov	ride to inform you about events taking place in your area.	
Add a Location		
* Location Name		
~ Country	United States	~
<ul> <li>Address</li> </ul>		
Apt/Suite/Unit		
City		
State/Province	Please select	V
Postal Code		
	Skip this	

If your address information is incorrect contact your university's adminitrative offices for assistance. Click 'Skip this' to go to the next page.

			SD School for the Bind ond Valuety impaired
Welcome Test_Contact Logout			
Profile Locations	Information Review		
My Information			
Alt ID			
Term			
	Save & Continue >	Skip this	

The My Information page is informational. You may select either button to continue.

			React Hills	UNIVERSITY CENTER SCENTER Mate Lancers etalement Lancers	SD5D	
Welcome Test_JaneDoe Logout						and Visually Impored
			_			
Profile Locati	ons Information	Review				
Review the info	ormation you	entered				
You will be able to edit it any time.						
Mr. Drofile		Edit				
My Prolie	Test IncoDec	<u></u>				
Eirst Name:	lane					
Last Name:	Doe					
External ID:	CC000000					
Registration Email:	Jane.Doe@sdbor.edu					
Campus Assigne Email:	Jane.Doe@sdbor.edu					
My Locations		Edit				
My Information		Ealt				
	Finish					

Select 'Edit' to expand and update information in the 'My Profile' section this section includes your notification preferences. Click 'Finish' to complete your registration.

You should receive the message 'Success! Your profile has been created.'

Use the URL below to update your registration and preference information as an existing member:

https://member.everbridge.net/index/892807736724419

Login using the Username and password you created during registration.

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				Login Overv	rlew FAQs	
This is a mandatory	emergency contact app	lication designe	ed to k	eep you		
notified in case of a	remergency at an asso	clated location.				
Emergency Notification Inf	ormation					
In order to be able to provide you with timely info	mation in the event of emergency status at your location,	you need to sign up for this Emergen	cy Alert Program	n and set your preference	es of how to	
receive this information. We will be able to provide you with critical information quickly in a variety of situation, such as severe weather, unexpected closures, missing persons, security concerns, and evacuations of buildings.						
You will receive time-sensitive messages wherev now.	er you specify, such as your home, mobile or business pho	ones, email address, text messages a	and more. You p	ick where, you pick how	. Please pick	
		Forgot usernar	me			
			5			
	Password	Forgot passwo	brd			
	Password					
	Keep me signed in (Uncheck if on a shared compute	21)				
	Login					

Thank you for participating in the Campus Alert system. This system will help keep our students, staff, and faculty safe in case of emergencies.