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.

https://member.everbridge.net/register/private/VcrBg5gUaZUFsspreset2BUcAElCHfwsspreset3Dsspreset3D/0wlBQrkyEyvtTWsspreset2BIOssp

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'.

Sign up

Creating a profile takes just a few minutes. 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**

[   ]

* **Security Question**

[What is your maternal grandmother's maiden name?   ▼]

* **Answer**

[   ]

* **Registration Email**

[Jane.Doe@sdbor.edu]

☐ I accept the Terms of Use

[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.

Profile   Locations   Information   Review

My Profile

First Name

Jane

Last Name

Doe

Middle Initials

Suffix

External ID

BB0000000

• Registration Email

Jane.Doe@sdbor.edu

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
2) Secondary Email	
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
7) Second Mobile Phone	United States (201) 555-5555

Save & Continue >

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

Profile → **Locations** → Information → Review

My Locations

We will use the location information you provide to inform you about events taking place in your area.

Add a Location

* Location Name	
* Country	United States
* Address	
Apt/Suite/Unit	
City	
State/Province	Please select...
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.

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.

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.

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