



Registration Steps

To register your account from the Login page, click the *“Don't have an account? Click here to register”* link. Once you are on the Registration page, enter an email or phone number to use as your 'username' and set your password. Note: if using a phone number it must be SMS enabled in order to be able to use the “Forgot password” link. Confirm password and click “register”.

Important: there is no auto-save feature, so remember to click the *“Update”* button after adding or changing any information.

Login

Email

OR

Prefix Phone number

OR

External ID

Password

[Forgot your password?](#)

LOG IN

[Don't have an account? Click here to register](#)



1. Once you have registered, fill out the Account details section, including your name, contact information, and preferred language.
2. Register additional emails (such as work, personal, etc.).
3. Register additional phone numbers (and make sure SMS is checked, if applicable).
4. Add your address and any additional locations you may frequent (school, work, etc.). *Addresses are important to receive location targeted alerts.*
5. You have the option to add relatives (that live in the area) to ensure they can also receive emergency alerts.
6. Set your notification preferences: opt-in/out of notification types and set your device preferences.
7. You can unsubscribe from the system at any time. Note: this will completely remove all contact data from the system.
8. Log out. Remember to log back in and update your contact information if it changes.