

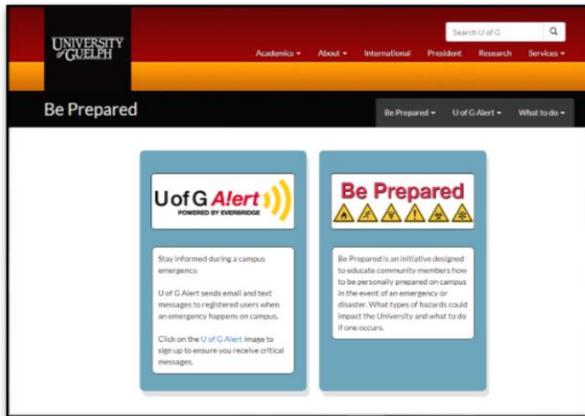
How to Sign Up for U of G Alert

This document shows you how to add additional email addresses and phone numbers to U of G Alert, the University's emergency notification system. In an emergency, the more ways we can reach you, the better.

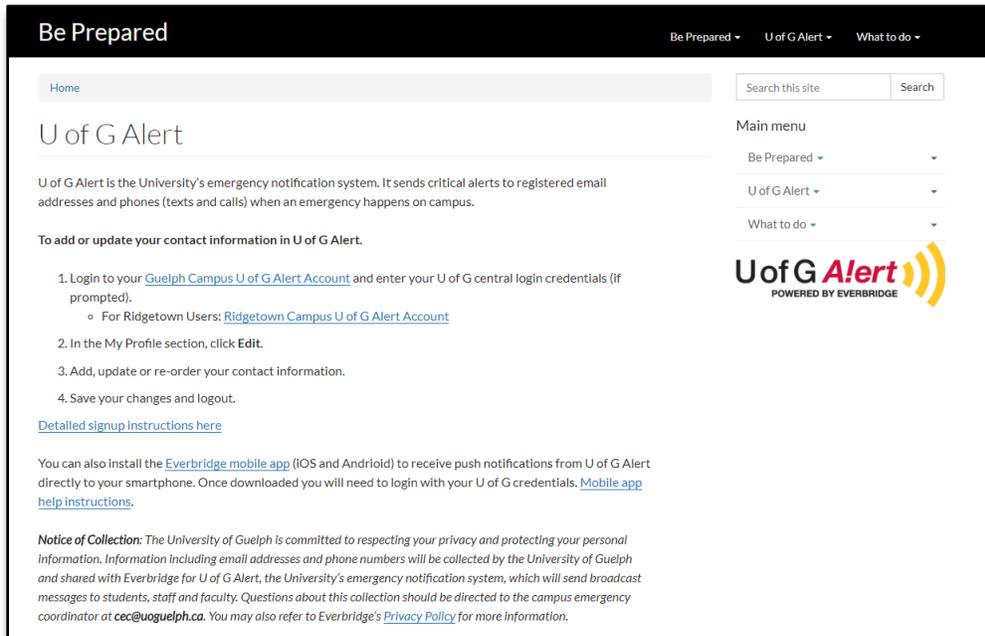
To access your U of G Alert account, go to:

- For Guelph Campus: <https://www.uoguelph.ca/beprepared/>
- For Ridgetown Campus: <https://www.ridgetownc.com/beprepared>

Click on the **U of G Alert** image

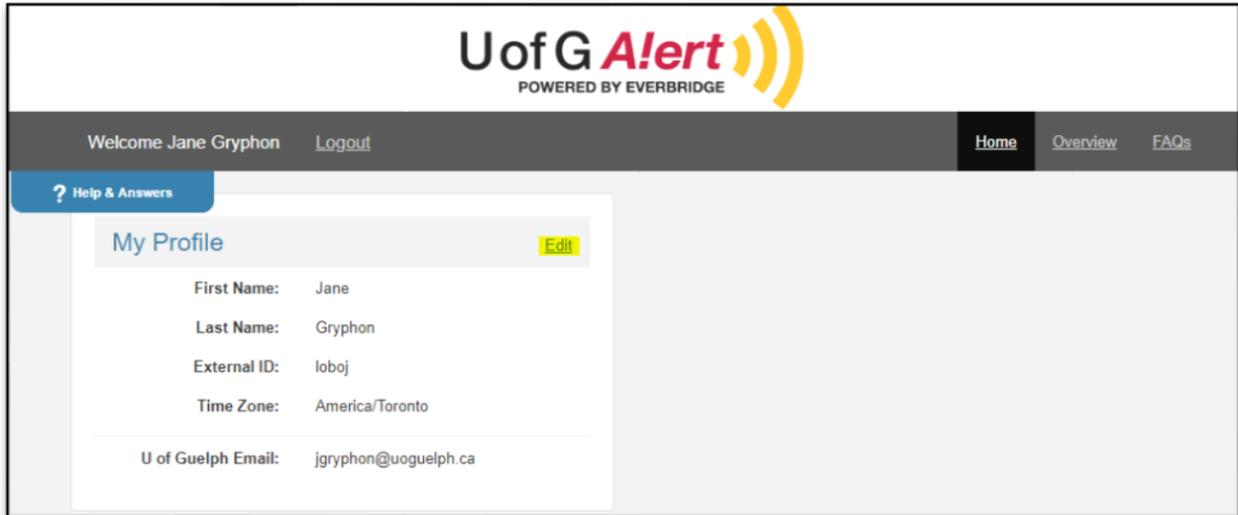


This will take you to the U of G Alert page that includes instructions.

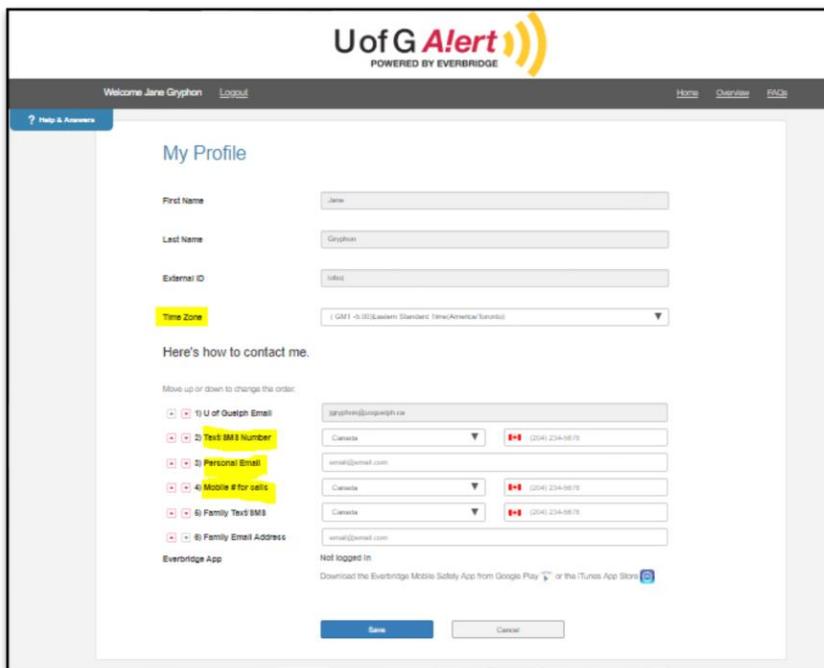
A screenshot of the 'Be Prepared' page on the U of G Alert website. The page has a dark header with the 'Be Prepared' title and navigation links. Below the header is a search bar and a 'Main menu' with dropdowns for 'Be Prepared', 'U of G Alert', and 'What to do'. The main content area includes a 'Home' link, a search bar, and a section titled 'U of G Alert' with a brief description. Below this is a section for adding or updating contact information, with a numbered list of steps: 1. Login to your Guelph Campus U of G Alert Account, 2. In the My Profile section, click Edit, 3. Add, update or re-order your contact information, 4. Save your changes and logout. A link for 'Detailed signup instructions here' is provided. There is also a section for the Everbridge mobile app and a 'Notice of Collection' at the bottom regarding privacy and data collection.

Click on your campus' Account link. This will redirect you to the University's standard single sign on page where you can enter your university credentials. **If you have already signed in to your browser session, you will be automatically logged in.**

Once logged in, you can see the 'My Profile' screen. Your uoguelph.ca email address has already been added to your account.



Click Edit to add another email address and phone number the system can use to send you emergency alerts. Choose the contact methods you use the most. It is recommended that you sign up for at least one additional method.



NOTE: You can also enter a family email address and text/SMS phone number. These contacts will be used only under extreme circumstances when the University deems it necessary to send a separate

notification to extended family contacts regarding a serious situation. This is not a way to contact you, but to reach your emergency contacts to keep them informed.

You can define the order in which U of G Alert attempts to contact you by using the **red arrow** buttons to re-order the list. NOTE: *The Family Email address and Family text options should always be at the bottom of your order.*

Here's how to contact me.

Move up or down to change the order.

- 1) U of Guelph Email: jgryphon@uoguelph.ca
- 2) Text/SMS Number: Canada, (226) 979-2083
- 3) Personal Email: jgryphon@hotmail.com
- 4) Mobile # for calls: Canada, (204) 234-5678
- 5) Family Text/SMS: Canada, (519) 877-5784
- 6) Family Email Address: gryphfamily@hotmail.com

Everbridge App Not logged in

Download the Everbridge Mobile Safety App from Google Play or the iTunes App Store

Set your Time Zone, for Guelph select the GMT -5:00 Eastern Standard Time (America/Toronto)

Time Zone (GMT -5:00)Eastern Standard Time(America/Toronto)

You can find more information about U of G Alert by clicking [Overview](#), [FAQs](#) and [?Help & Answer](#).

Welcome Jane Gryphon Logout

Home Overview FAQs

? Help & Answers

When you're done, click Save and Logout.

Save Cancel

Once you complete this process, you will have successfully registered your additional contact details in U of G Alert. If any of your contact information changes, remember to come back to your U of G Alert account and update them.