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

Click on the U of G Alert image



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



Click on <u>your</u> 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.

	Welcome Jane Gryphon	Logout	<u>Home</u>	<u>Overview</u>	<u>FAQs</u>
? н	elp & Answers				
	My Profile	Edit			
	First Name:	Jane			
	Last Name:	Gryphon			
	External ID:	loboj			
	Time Zone:	America/Toronto			
	U of Guelph Email:	jgryphon@uoguelph.ca			

Click <u>Edit</u> 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.

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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 <u>separate</u>

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 ord	er.				
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2) Text/SMS Number	Canada	Ŧ	•	(228) 979-2083	
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▲ 💌 4) Mobile # for calls	Canada	•	1+1	(204) 234-5678	
▲ 💌 5) Family Text/SMS	Canada	Ŧ	1+1	(519) 877-5784	
● ▼ 6) Family Email Address	gryphfamily@hotmail.c	om			
Everbridge App	Not logged in				
	Download the Everbridg App Store 🙆	je Mobile Safety Apj	p from	Google Play 💕 or the iTunes	

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

Time Zone	(CMT -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 <u>Logout</u>	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.