

## Emergency Alert System Procedures

### Logging Into the Emergency Alert System Website

Access the WVU Parkersburg Emergency Alert System website by clicking on the Emergency Alert System link on the WVU Parkersburg webpage, or by using the following URL:

<http://wvup.edu/alert/login>

#### Students

Students will log into the Emergency Alert website using the same username and password that they use to log into computers in the college's computer labs. This is also the same username and password used to log into the WVU Parkersburg email, and eCampus.

#### Full-time Faculty

Full-time faculty will log into the Emergency Alert website using the username and password that they use to log into their office computers. This is also the same username and password used to log into eCampus.

#### Adjunct Faculty

Adjunct faculty will log into the Emergency Alert website using the username and password used to log into eCampus.

#### Staff

Staff members will log into the Emergency Alert website using the username and password they use to log into their office computers.

**NOTE:** GroupWise email usernames and passwords are not used for the Emergency Alert System.

### Add, Edit or Delete a Mobile Phone Number

#### Add a Mobile Number

1. Log into your Emergency Alert account using the procedures at the beginning of this document.
2. Click on "My Account".
3. Click the "Add" button next to Mobile Phones.
4. On the next page, enter your 10-digit mobile phone number. To also receive voice messages on your mobile phone, leave the "Enable Voice Message Delivery" box checked. By default, voice alerts will be sent to mobile phones along with the normal text messages. If you don't want to receive voice messages on your mobile phone, uncheck the "Enable Voice Message Delivery" box. **NOTE:** There can be instances where text messaging becomes unavailable, but voice messaging still works. Therefore,

to maximize your chances of receiving emergency alerts, it is recommended that you leave the "Enable Voice Message Delivery" box checked.

5. Click "Continue" to save your mobile number and return to the main menu.

### **Edit an Existing Mobile Number**

1. Log into your Emergency Alert account using the procedures at the beginning of this document.
2. Click on "My Account".
3. To the right of an existing mobile phone number, click the "Edit" button.
4. On the next page, change the existing 10-digit mobile phone number to the new number. To also receive voice messages on your mobile phone, check the "Enable Voice Message Delivery" box. Otherwise uncheck this box.
5. Click "Continue" to save your mobile number and return to the main menu.

### **Delete an Existing Mobile Number**

1. Log into your Emergency Alert account using the procedures at the beginning of this document.
2. Click on "My Account".
3. To the right of an existing mobile phone number, click the "Delete" button.
4. A warning message will appear asking if you are sure you want to delete the mobile phone number. Click "Delete" if you are sure you want to delete the number, otherwise click the "X" button to cancel the delete.

## **Add, Edit or Delete a Landline Phone Number**

### **Add a Landline Number**

1. Log into your Emergency Alert account using the procedures at the beginning of this document.
2. Click on "My Account".
3. Click the "Add" button next to Voice Only Line Contacts.
4. On the next page, enter your 10-digit landline phone number, and optionally enter an extension number.
5. Click "Save" to save your landline number and return to the main menu, or click "Cancel" to return to the main menu without saving your number.

### **Edit an Existing Landline Number**

1. Log into your Emergency Alert account using the procedures at the beginning of this document.
2. Click on "My Account".
3. To the right of an existing landline phone number, click the "Edit" button.
4. On the next page, change the existing 10-digit mobile phone number to the new number. You can also add or remove any extension number.
5. Click "Save" to save your landline number and return to the main menu, or click "Cancel" to return to the main menu without saving your number.

### **Delete an Existing Landline Number**

1. Log into your Emergency Alert account using the procedures at the beginning of this document.
2. Click on "My Account".

3. To the right of an existing landline phone number, click the "Delete" button.
4. A warning message will appear asking if you are sure you want to delete the landline phone number. Click "Delete" if you are sure you want to delete the number, otherwise click the "X" button to cancel the delete.

## Opt-out Procedure

1. Log into your Emergency Alert account using the procedures at the beginning of this document.
2. Click on "My Account".
3. For each of your Mobile Phones, and each of your Voice Only Line Contacts, click the "Delete" button to remove your information.
4. A warning message will appear asking if you are sure you want to delete your information. Click "Delete" if you are sure you want to delete the information, otherwise click the "X" button to cancel the delete.

**NOTE:** Once you opt-out of the Emergency Alert System, you will no longer receive any emergency alert messages through your mobile phone or landline phone.

## How to Opt Back in After Opting Out

1. Log into your Emergency Alert account using the procedures at the beginning of this document.
2. Click on "My Account".
3. For each of the methods that you would like to receive alert messages on, click the "Add" button next to that method.
4. On the next page, enter your information.
5. Click "Save" to save your information and return to the main menu, or click "Cancel" to return to the main menu without saving your information.

**NOTE:** Disconnected landlines that are still in the Alert system will show up as an undeliverable alert in the Alert report after an alert has been sent. Since telephone numbers are not reused for one year after they have been disconnected, we will have one year to correct these errors so that we don't send alert messages to the next person who gets that number.