

1. Visit our homepage and type the address below in the address bar. Then click on the login button.

<http://www.northeast.edu/campus-alert>

The screenshot shows the Northeast Community College website. At the top left is the college logo. A yellow banner at the top right contains the URL <http://www.northeast.edu/campus-alert>. Below the banner is a red navigation bar with links: Future Students, Admissions, Classes, Degrees and Programs, Calendar, Giving, About Us, and Contact Us. The main content area has a breadcrumb trail: Home > campus alert. Below this is a large image of a student looking at a phone, with the text "Campus Alert In case of emergency, be sure you get the message." To the left of the image is a small icon of a smartphone displaying the Campus Alert app. To the right is the "Access Campus Alert" section, which includes the text "Login and manage your Campus Alert Settings." and a button labeled "Login My Campus Alert". Below the button is a large orange arrow pointing upwards, with the text "Click to login" in green below it. At the bottom left of the page is a link for "Campus Alert FAQ".


Northeast
community college

<http://www.northeast.edu/campus-alert>


Future Students | Admissions | Classes | Degrees and Programs | Calendar | Giving | About Us | Contact Us

Home > campus alert

Campus Alert
In case of emergency,
be sure you get the message.

 **campusalert**

Access Campus Alert
Login and manage your Campus
Alert Settings.

 Login My Campus Alert

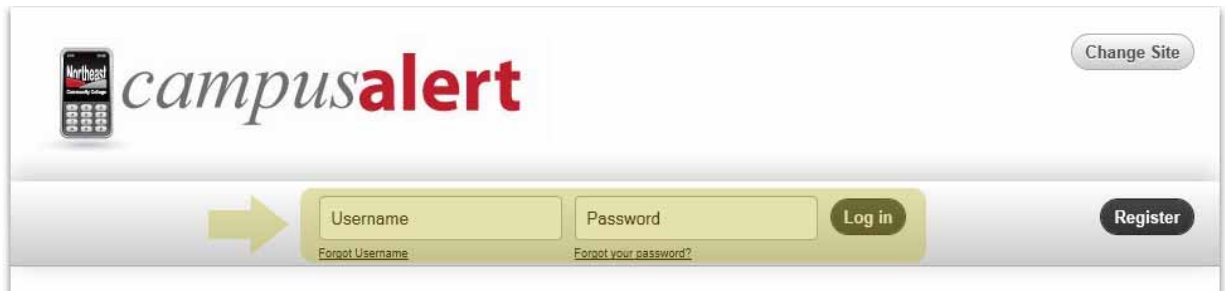
↑
Click to login

Help Northeast keep you informed of emergency situations.

We believe that your safety on the Norfolk campus and at our off-campus Education Centers is of paramount importance. We are excited to announce that we are implementing a new broadcast alert system titled "Campus Alert". Campus Alert will be available to all staff, faculty and enrolled students at the end of the fall '10 semester. Northeast's Campus Alert system will disseminate timely emergency notifications via text message, email, and voicemail messages.

[Campus Alert FAQ](#)

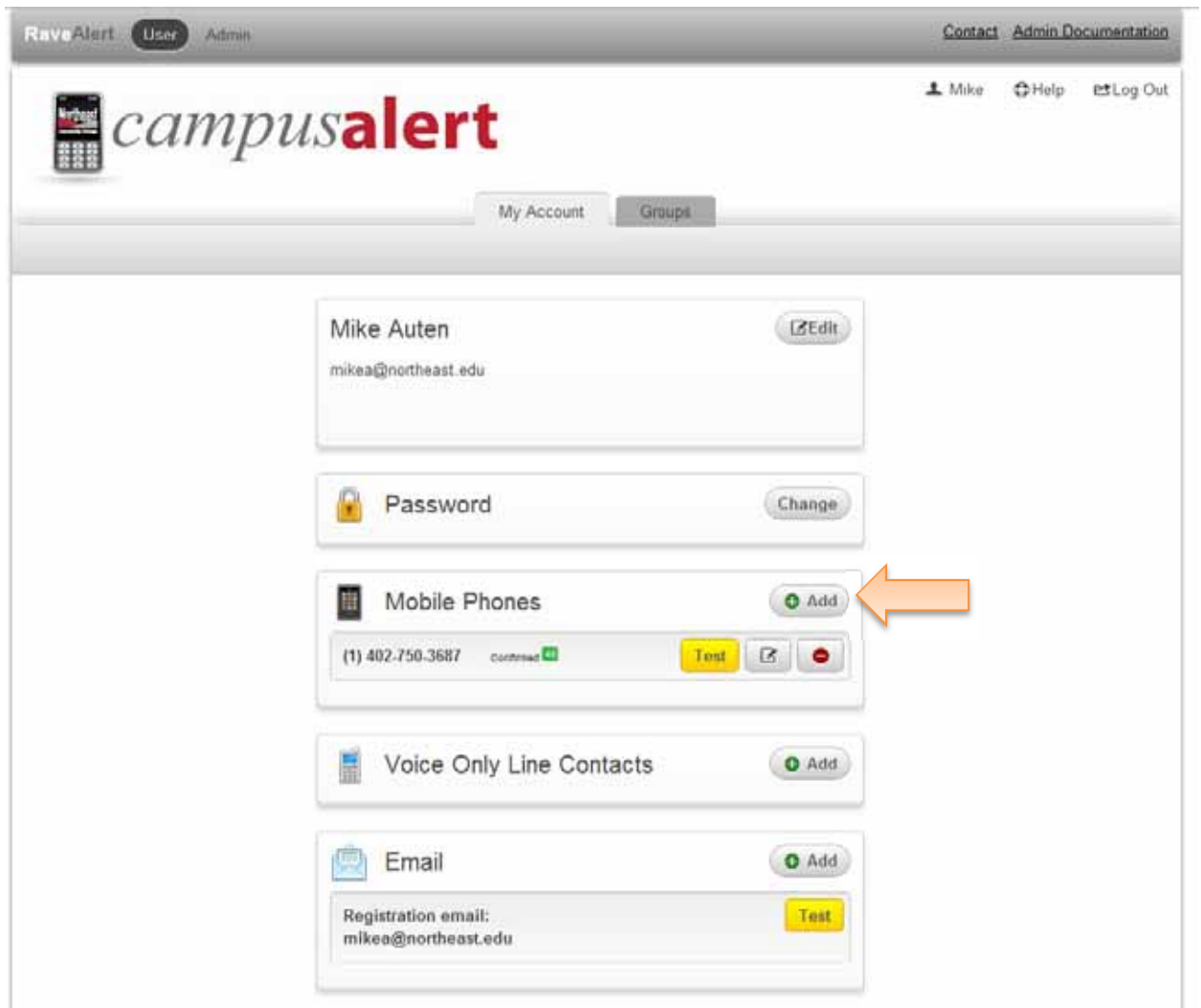
2. Enter in your username and password. Your username is your email address. If you've forgotten your password click on the **Forgot your password** link and follow the directions to receive a new password.



The image shows the login interface for 'campusalert'. At the top left is a mobile phone icon with 'Northeast' on the screen. The logo 'campusalert' is displayed in a serif font, with 'campus' in grey and 'alert' in red. In the top right corner, there is a 'Change Site' button. Below the logo is a horizontal bar containing a yellow arrow pointing right, a 'Username' input field with a 'Forgot Username' link below it, a 'Password' input field with a 'Forgot your password?' link below it, a 'Log in' button, and a 'Register' button.

Mobile Phone:

3. Register your mobile phone number by clicking the **add** button.




The screenshot shows the RaveAlert user interface. At the top, there are navigation links for 'RaveAlert', 'User', and 'Admin'. On the right, there are links for 'Contact', 'Admin Documentation', and user information: 'Mike', 'Help', and 'Log Out'. The main header features the 'campusalert' logo. Below the header, there are tabs for 'My Account' and 'Groups'. The 'My Account' section contains several panels:

- Mike Auten** (mikea@northeast.edu) with an 'Edit' button.
- Password** with a 'Change' button.
- Mobile Phones** with an 'Add' button. An orange arrow points to this button. Below this header, a phone number '(1) 402-750-3687' is listed with a 'Test' button and other controls.
- Voice Only Line Contacts** with an 'Add' button.
- Email** with an 'Add' button. Below this header, the registration email 'mikea@northeast.edu' is listed with a 'Test' button.

- Fill out the form with your cell phone number area code first. If you would like to receive texts and phone calls, check the enable voice message delivery box and click **continue**.

RaveAlert User Admin [Contact](#) [Admin Documentation](#)

 **campusalert** Mike Help Log Out

My Account Groups

Mobile Contact


Enter Mobile Number Confirm Carrier Enter Confirmation Code Complete

10-Digit Mobile Number:

Enable Voice Message Delivery


Continue

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- Confirm your carrier and click **continue**.

RaveAlert User Admin [Contact](#) [Admin Documentation](#)

 **campusalert** Mike Help Log Out

My Account Groups

Mobile Contact


Enter Mobile Number Confirm Carrier Enter Confirmation Code Complete

Mobile Number: 402-750-3687

Confirm your carrier
Verizon Wireless My carrier is not listed.

Continue

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6. A confirmation number will be texted to your phone. Enter the confirmation number into the form and click **continue**. If you didn't receive the text and need to try again click on the **Resend confirmation code** button.

The screenshot shows the 'Mobile Contact' section of the campusalert website. At the top, there is a navigation bar with 'RaveAlert', 'User', and 'Admin' on the left, and 'Contact' and 'Admin Documentation' on the right. Below this is the 'campusalert' logo and a mobile phone icon. A progress bar indicates the current step is 'Enter Confirmation Code'. The main content area contains a message: 'Check your mobile phone. We have sent a text to 402-750-3687. If you have not received the text message containing a 4-digit code, [Click here to resend now](#). If the mobile carrier is incorrect, [Click here to modify](#).' Below this is a 'Confirmation code' input field containing '8120'. A red-bordered box contains a warning: 'Failure to receive a confirmation code during mobile registration may be due to a premium messaging block placed by your carrier. If you do not receive a confirmation code, please contact your carrier and ask to have messages from shortcode 67283 and 226787 delivered to your mobile device.' At the bottom, there are three buttons: 'Delete Pending Number', 'Resend Confirmation Code', and 'Continue'. Two orange arrows point to the '8120' input field and the 'Continue' button.

7. You'll see this when you submit your code successfully.

The screenshot shows the 'Mobile Contact' section of the campusalert website after successful completion. The progress bar now shows 'Complete' as the final step. The main content area displays the message: 'Successfully updated 402-750-3687 to your contacts list.' Below this message is a 'Done' button. An orange arrow points to the 'Done' button.

8. Now your phone number will appear on your account page with a green symbol labeled Confirmed. You will now receive any text alerts the college sends.

The screenshot displays the RaveAlert user interface. At the top, there is a navigation bar with 'RaveAlert', 'User', and 'Admin' tabs. On the right, there are links for 'Contact' and 'Admin Documentation'. Below this is the 'campusalert' logo and user information: 'Mike', 'Help', and 'Log Out'. A secondary navigation bar contains 'My Account' and 'Groups' tabs. The main content area is divided into several sections:

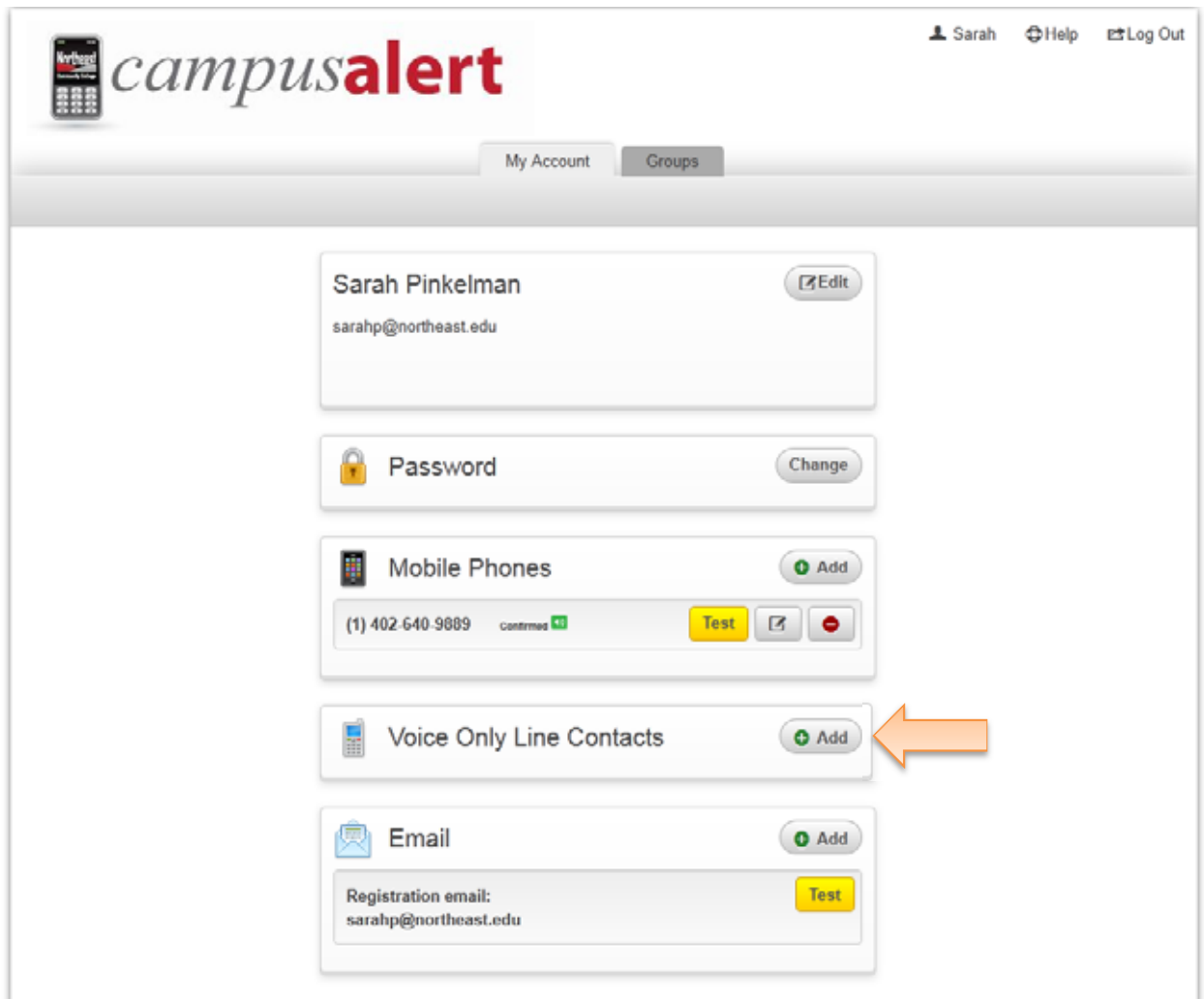
- Profile:** Displays the name 'Mike Auten' and email 'mikea@northeast.edu' with an 'Edit' button.
- Password:** Shows a lock icon, the word 'Password', and a 'Change' button.
- Mobile Phones:** Features a mobile phone icon, the title 'Mobile Phones', and an 'Add' button. Below this, a list shows a phone number '(1) 402-750-3687' with a green 'Confirmed' status icon, a 'Test' button, an edit icon, and a delete icon. An orange arrow points to the 'Confirmed' status.
- Voice Only Line Contacts:** Includes a mobile phone icon, the title 'Voice Only Line Contacts', and an 'Add' button.
- Email:** Shows an email icon, the title 'Email', and an 'Add' button. Below, it lists 'Registration email: mikea@northeast.edu' with a 'Test' button.

Voice Only Line Contacts:

You can also add voice only lines to your account. It will send a voice message alert to any phone number.

Remember, if you decide to enter a Voice Only phone number you may only enter numbers that are off campus. No campus office phone numbers will be permitted.

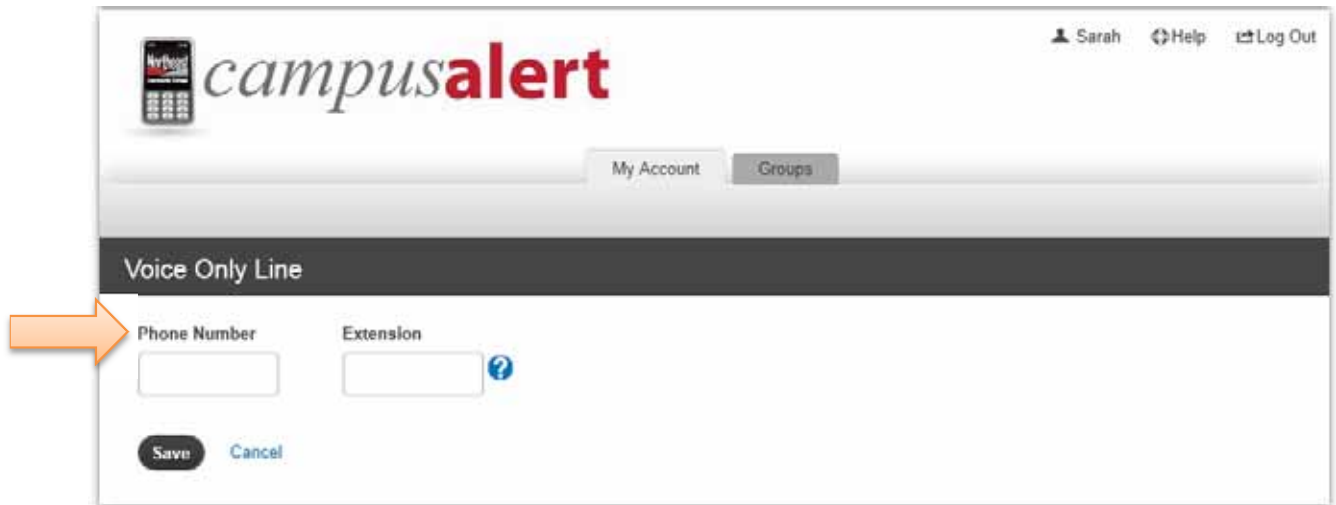
1. Click on the add button in the Voice only line contacts box



The screenshot displays the 'campusalert' user interface. At the top left is the 'campusalert' logo with a mobile phone icon. The top right shows the user's name 'Sarah', a 'Help' icon, and a 'Log Out' link. Below the logo are two tabs: 'My Account' and 'Groups'. The main content area is divided into several sections:

- Sarah Pinkelman**: Includes the email address 'sarahp@northeast.edu' and an 'Edit' button.
- Password**: Includes a 'Change' button.
- Mobile Phones**: Includes an 'Add' button and a list of phone numbers. One number, '(1) 402-640-9889', is shown as 'confirmed' with a green checkmark, a 'Test' button, and edit/delete icons.
- Voice Only Line Contacts**: Includes an 'Add' button, which is highlighted by an orange arrow pointing from the right.
- Email**: Includes a 'Test' button and the registration email 'sarahp@northeast.edu'.

2. Add your phone number into the first field. Only add an extension if the phone number requires one. Click on the save button. No confirmation is needed to add a voice only number.

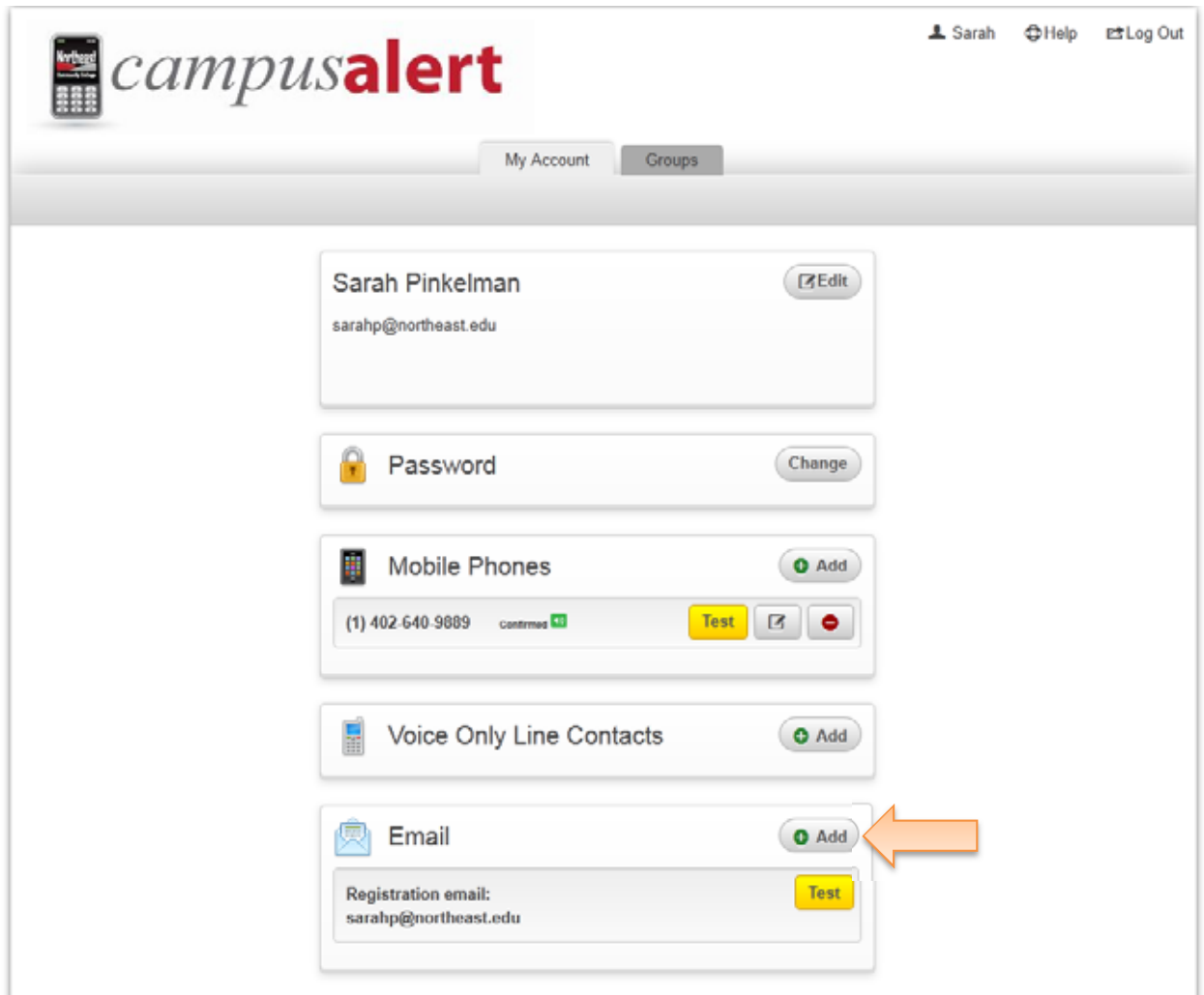


The screenshot shows the 'campusalert' website interface. At the top right, there are links for 'Sarah', 'Help', and 'Log Out'. Below the header, there are tabs for 'My Account' and 'Groups'. The main content area is titled 'Voice Only Line'. It contains two input fields: 'Phone Number' and 'Extension'. An orange arrow points to the 'Phone Number' field. Below the input fields are 'Save' and 'Cancel' buttons. A small blue question mark icon is located next to the 'Extension' field.

Email:

Additional email address may be added.

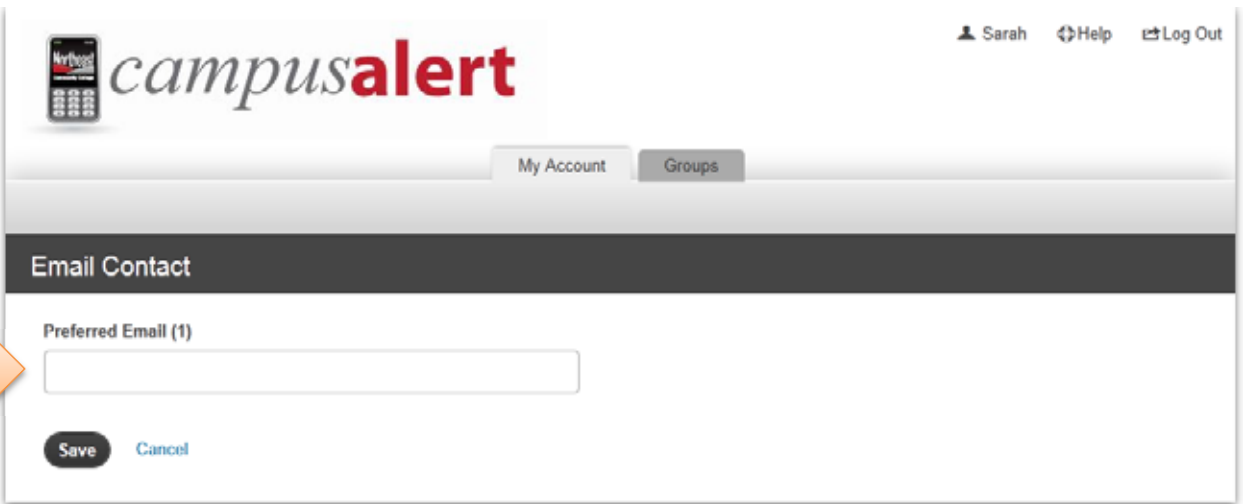
1. Click on the add button in the Email box.



The screenshot shows the 'campusalert' user interface. At the top left is the logo with a mobile phone icon. At the top right are links for 'Sarah', 'Help', and 'Log Out'. Below the logo are two tabs: 'My Account' (selected) and 'Groups'. The main content area contains several sections:

- Sarah Pinkelman**: Includes the email address 'sarahp@northeast.edu' and an 'Edit' button.
- Password**: Includes a 'Change' button.
- Mobile Phones**: Includes an 'Add' button and a list of numbers. One number, '(1) 402 640 9889', is shown as 'confirmed' with a green checkmark and has 'Test', 'Edit', and 'Remove' buttons.
- Voice Only Line Contacts**: Includes an 'Add' button.
- Email**: Includes an 'Add' button (highlighted by an orange arrow) and a 'Test' button. Below this, it shows 'Registration email: sarahp@northeast.edu'.

2. Type an email address into the box and click on save. No confirmation is needed to add an email address.



To Edit or Delete any contact option:

To edit, click the **Edit** button which looks like a pencil on a notepad next to the number or email you wish to edit. To delete, click on the **delete** button which looks like a red dot next to the number or email you wish to delete.

