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
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.
Mobile Phone:

3. Register your mobile phone number by clicking the **add** button.
4. 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**.

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

7. You’ll see this when you submit your code successfully.
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.
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
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.
Email:

Additional email address may be added.

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