

Campus Alert System

How Do I Sign Up for the System?

Dear Students and Staff:

Your safety and security is our top priority. That's why University Center is implementing a Campus Alert Notification System for all students, faculty, and staff. This service means that we will send critical weather-related and emergency alerts to your cell phone or computer.

You will receive an authorization code from "membership@everbridge.net".

In order to receive these important alerts you must complete the registration process after receiving the authorization code.

To register, please follow these steps:

1. Go to <https://www.everbridge.net/nns/pub/Login.jsp?destination=/NewUserAction0.do>.

If you do not have internet access, you may contact Campus Alert at 605-367-5640.

2. Enter your authorization code.
Confirm your member ID.
3. Select "No" when it asks you if you are an existing 3n member.
4. Create a numeric password, between 6-10 digits long. Be sure to write this down and keep in a secure location for later.
5. Select a password reminder.
6. Create an alias user ID and an alpha-numeric password. This alias user ID and alpha-numeric password combination can be used in place of your member ID number and numeric password in the future when updating your account. Write both of these down, too!
7. Verify the personal address information displayed.
8. Confirm/add phone and email contact information, using hyphens for phone numbers and entering your cell phone number again for the SMS/text message section (if chosen).

9. Set the priority levels (the order in which you wish to be notified by device type) for both emergency and standard alerts. Note that all 8 do not need to be selected, and that NA (not applicable) means that you will not receive an alert of that type.
10. Retain a copy of your confirmation notice for your records, so that you can update your account anytime you have a change in personal contact information, switch cell phone providers, add an email account, etc. Please note that you are responsible for keeping your information up-to-date. To do so, go to <http://www.Everbridge.net/> and click “Log In.”

If you have any questions, you may visit helpdesk@SDUniversityCenter.org or call 605-367-5640.

Thank you for your help in making University Center more safe and secure.

Emergency Alert System Team
University Center