

Registering for the Campus Alert System

Every student, staff, and faculty member at any of the public Higher Education locations or the special schools who have not already registered will receive an email from the Campus Alert system with registration information. The email will be personalized for you and look something like the below.

This is an important message from your University Campus Alert System:

Your University Campus Alert System, Everbridge, provides critical notification services during emergencies and closures. During an emergency, you will receive notifications through this service.

Please take a few moments to register and provide your current contact information. If your contact information has already been entered into the system please verify that it is correct. To get started just [Click here to Register](#), you will be prompted to log in with your organizational account (usually your email address) and Password (i.e. network password).

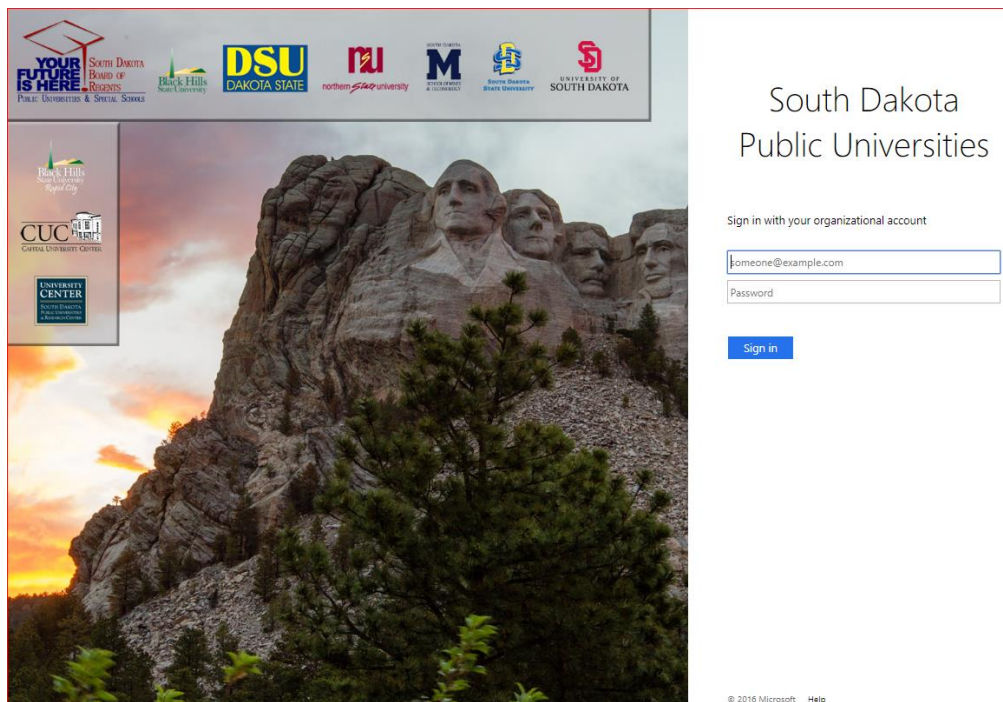
Should you have any questions or if you received this invitation in error, please reply to CampusAlert@sdbor.edu. If you receive more than one upgrade registration email you only need to register once. You will continue to receive this notification monthly if you have not registered and are active in the University Campus Alert System.

Thank you for your cooperation.

Your University Campus Alert Administrator

If you have received this notification in error, please reply to: CampusAlert@sdbor.edu.

The first step is to click on the link in the email to begin the registration process. The link will open the login form where you will usually enter you campus assigned email address as the Username and your network Password.



South Dakota
Public Universities

Sign in with your organizational account

[Sign in](#)

© 2016 Microsoft [Help](#)

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After you have successfully logged in you, you will be presented with the following form. Please review the information displayed, if this information is not correct refer to the [FAQ](#) (frequently asked questions) link for additional information.

This is a mandatory emergency contact application designed to keep you notified in case of an emergency at an associated location.

Emergency Notification Information

In order to be able to provide you with timely information in the event of emergency status at your location, you need to sign up for this Emergency Alert Program and set your preferences of how to receive this information. We will be able to provide you with critical information quickly in a variety of situation, such as severe weather, unexpected closures, missing persons, security concerns, and evacuations of buildings.

You will receive time-sensitive message wherever you specify, such as your home, mobile or business phones, email address, text messages and more. You pick where, you pick how. Please pick now.

See the [FAQ](#) page for more information.

FAQ

1. Can I opt-out of Campus Alert?

Answer: No, not if you have an active relationship with the Special Schools or a State University in South Dakota, or the South Dakota Board of Regents.

2. Can I update my address displayed in Campus Alert?

Answer: To update your address information displayed in Campus Alert you should contact your helpdesk or for Faculty or Staff submit the request to Human Resources and Students submit address change request to the Registrar's Office.

3. Can I change the Campus Assigned Email address?

Answer: We require at least one contact method to notify you in case of an alert situation. The campus assigned email address should be from your home university location. If this is not correct, please submit your request to the helpdesk

4. My groups are wrong, how do I change them?

Answer: The system will include you in university groups for Faculty, Staff or/and Students. If the default groups are not correct, Faculty and Staff should contact their Human Resources Department and Students should contact their Registrar's Office.

5. What are opt-in groups?

Answer: You are able to manage your opt-in groups to receive notifications from the universities where you do not have an active relationship.


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Select **Home** to return to the previous form.

Select the **Edit** button at the bottom of the form to add or update your delivery methods for receiving emergency notification or the university opt-in groups and to complete the registration process.

| USER INFORMATION | |
|---------------------|--------------------|
| First Name: | Jane |
| Middle Initial: | J |
| Last Name: | Doe |
| Suffix: | |
| Registration Email: | jane.doe@sdbor.edu |

| LOCATION INFORMATION | |
|----------------------|--------------|
| Country: | US |
| Address: | Busy Street |
| Apt/Suite/Unit: | |
| City: | Sioux Falls |
| State/Province: | South Dakota |
| PostalCode: | 57107 |

You can set the priority of your delivery methods by using the  up and down buttons in front of the delivery option. The campus assigned email address is mandatory and is not editable but you can update and enter the other options available. Please include all methods information that you would like the system to use when notifying you in an emergency. If a method is blank it is not used for notifications.

| DELIVERY METHODS | | |
|------------------|----------------------|--------------------------------|
| 1 | Business Phone | United States (+1) 6057823206 |
| 2 | CampusAssigned Email | jane.doe@sdbor.edu |
| 3 | SMS (text to cell) | United States (+1) 605222333 |
| 4 | Home Phone | United States (+1) 6054445555 |
| 5 | Secondary Email | jane.doe@gmail.com |
| 6 | Mobile Phone | United States (+1) xxxxxxxxxxx |
| 7 | Second Mobile Phone | United States (+1) xxxxxxxxxxx |

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The System-Assigned Groups are predetermined if you are a faculty, staff, or student. You may opt-in a university group if you would like to receive notifications from another university other than your system group(s)

SYSTEM-ASSIGNED GROUPS

The groups below have been assigned to you based on your school affiliation. You cannot change or opt out of those groups. If you would like to opt in/opt out of other schools, please look at the next section: University opt in groups.

You are currently assigned the following groups:

- BOR- Admins
- BOR-Staff
- SFUC-Staff
- DUCU-Staff

The System-Assigned Groups are predetermined if you are a faculty, staff, or student. You may opt-in a university group if you would like to receive notifications from another university other than your system group(s)

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UNIVERSITY OPT-IN GROUPS

If you would like to receive notifications for other schools please opt in by selecting "Yes" for the corresponding school. You do not need to opt-in to your home university where you have a system-assigned group.

Black Hills State University (BHSU):
 Yes No

Black Hills State University Rapid City (BHSUC):
 Yes No

Dakota State University (DSU):
 Yes No

Northern State University (NSU):
 Yes No

Capital University Center (PICUC):
 Yes No

South Dakota School for the Blind and Visually Impaired (SDSBVI):
 Yes No

South Dakota School for the Deaf (SDSD):
 Yes No

South Dakota School of Mines and Technology (SDSMT):
 Yes No

South Dakota State University (SDSU):
 Yes No

South Dakota Public Universities and Research Center (UCSF):
 Yes No

University of South Dakota (USD):
 Yes No

If you selected before, the button will be replaced with | buttons.

Select the button at the bottom of the form to save your updates and to confirm that you have completed the registration process.

If you are an active member in the system you can update your delivery preferences and opt-in groups by [Clicking Here](#)

Thank you for participating in the Campus Alert system. This system will help keep our students, staff, and faculty safe in case of emergencies.