

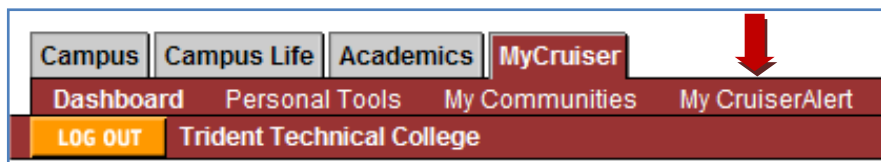
How To Configure “My CruiserAlert” To Receive Voice, Text, and Email Alerts

Process Summary

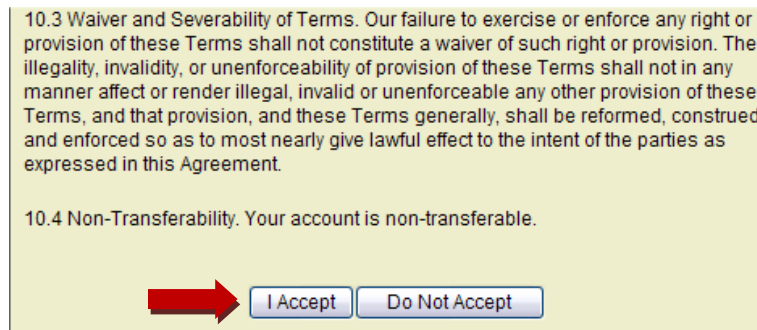
1. Accept CruiserAlert Terms of Use
2. Create alert profiles (email/voice/sms text)
3. Subscribe profiles to alert channels

Step 1: Access My CruiserAlert and Accept Terms of Use

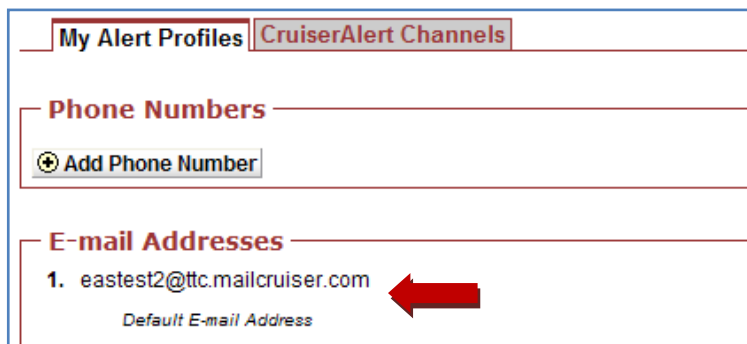
1. Click the **My Cruiser Alert** link on your **MyCruiser** Page or select the link from the Promotion popup window.



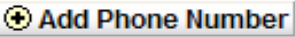
Read the CruiserAlert terms of use and click the **I Accept** button, if you agree. You will not be able to receive email/text/voice alerts unless you Accept the terms of use. This is a voluntary, “opt-in” service only for emergency alerts. You may incur charges from your mobile carrier for SMS text alerts.



2. The MyCruiser Alert screen will appear. By default, your CampusCruiser email address is created as an Alert profile after you accept the terms of use. The following steps cover how to create additional phone/cell/email profiles and subscribe to an alert channel.



Step 2: Create Phone/Mobile Phone Alert Profiles

1. From the **My Alert Profiles** tab, click  to configure a land line phone number to receive voice alerts or a cell phone number to receive voice and text alerts:
 - a. Enter phone number including area code without dashes or spaces
 - b. Select land line or mobile carrier (“Subscribe to Emergency Alert Channel” will be automatically checked when mobile carriers are selected)
 - c. Enter a description/comment to identify the phone number (optional)
 - d. Click **Save**



Phone Alert Profile

Phone Number : 8885551212

Re-type Number : 8885551212

Mobile Carrier : Verizon Wireless (US)


Comment : Cell Phone

Maximum 250 characters



Subscribe to Emergency Alert Channel

Save **Close**

2. For cell phone profiles, an **activation code** will be sent to your phone as a text message
3. Enter the activation code in the **High Priority Only Code** text box and click the **Activate** button

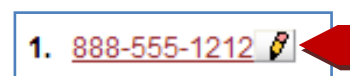



Phone Numbers

1. 888-555-1212 	Verizon Wireless (US)	 High Priority Only Code: U6L0	Activate
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Cell Phone

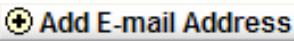
Note: To edit or delete an Alert Profile, click the pencil icon next to the number. Then click the Save or Delete button on the Alert Profile pop up screen.

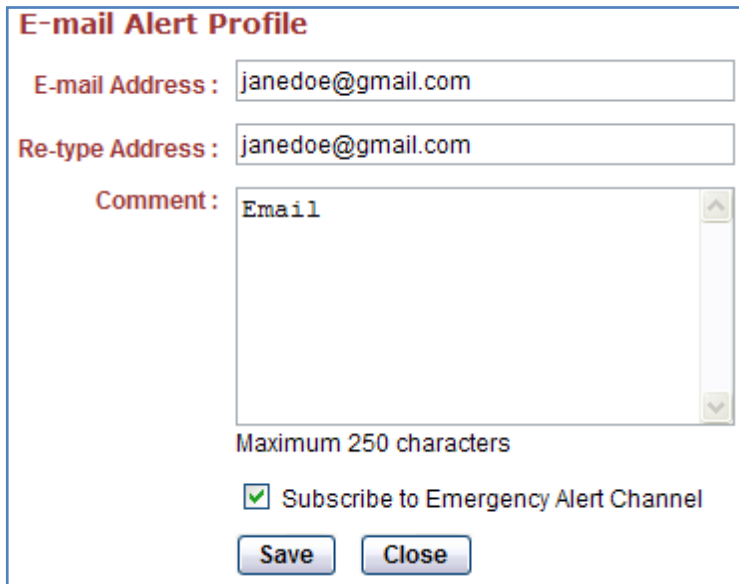


1. 888-555-1212 

You may add up to 5 phone alert profiles and 4 email alert profiles

Step 2 Contd: Create Email Alert Profiles

1. From the **My Alert Profiles** tab, click  to create an additional email address for alerts.
 - a. Enter a valid email address
 - b. Enter a description/comment to identify the address (optional)
 - c. Click the **Save** button



E-mail Alert Profile

E-mail Address : janedoe@gmail.com

Re-type Address : janedoe@gmail.com

Comment : Email

Maximum 250 characters

Subscribe to Emergency Alert Channel

Save Close

2. An **activation code** will be sent to the email address. Enter the activation code in the **Code** text box or click the URL activation link in the email message.
3. Click the **Activate** button




janedoe@gmail.com 

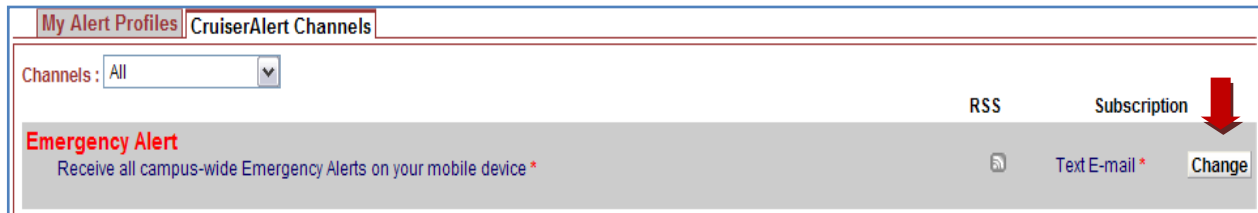
Code: Y8RI **Activate**

Note: To edit or delete an email profile, click the pencil icon above. Then click the Save or Delete button on the Alert Profile pop up screen.

Note: You may need to configure your email account SPAM or Junk Mail settings to ensure that messages from CruiserAlert@CampusCruiser.com are allowed.

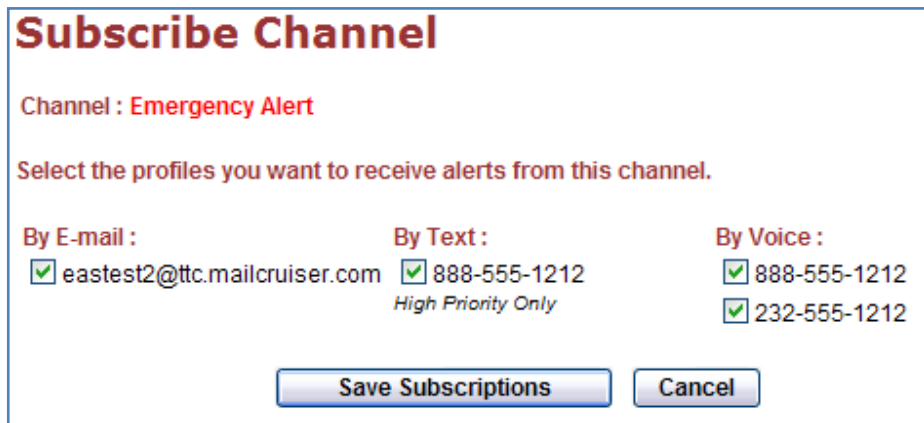
Step 3: Subscribe To Alert Channels

1. Select the **CruiserAlert Channels** tab 
2. Click the **Change** button next to the Emergency Alert Channel to add your existing alert profiles (numbers, email addresses) to this communication channel. Your CampusCruiser email address is set up by default.



Note: The Text/Email description listed in the **Subscription** column for the Emergency Alert channel above means subscribers will receive both email and text messaging alerts from this channel.

3. Place a check next to each phone/cell number or email address in order to subscribe that profile to the Emergency Alert Channel. Click the **Save Subscriptions** button.



The 'Subscribe Channel' dialog box is titled 'Subscribe Channel' and shows 'Channel : Emergency Alert'. Below this, it says 'Select the profiles you want to receive alerts from this channel.' There are three columns: 'By E-mail :', 'By Text :', and 'By Voice :'. Under 'By E-mail :', there is a checked checkbox next to 'eastest2@ttc.mailcruiser.com'. Under 'By Text :', there is a checked checkbox next to '888-555-1212' with the note 'High Priority Only' below it. Under 'By Voice :', there are two checked checkboxes next to '888-555-1212' and '232-555-1212'. At the bottom, there are two buttons: 'Save Subscriptions' and 'Cancel'.

The example above shows a user subscribing to email alerts; text and voice alerts on a cell phone; and voice only alerts on a land line phone.

Note: To unsubscribe to an Alert Channel, remove the check mark next to a number or email address and click the **Save Subscriptions** button. Another option is to click the **Stop Alerts** button on the **My Alert Profiles** tab.