

EMERGENCY “NY-ALERT” SYSTEM

STUDENT SIGN-UP INSTRUCTIONS

The SUNY Fredonia campus has implemented a new Emergency Alert System based on the **SUNY NY-ALERT** service created and maintained by the New York State Emergency Management Office. (Note: this system will replace the TEXTCASTER system used previously on campus).

This system will be used to send information regarding serious safety issues to our entire campus community in response of any event or situation which poses a serious safety concern. This system is one of a number of alert mechanisms which will be used during such an emergency, but is the only alert system which sends messages directly to you.

The system itself and the data you provide to the system will not be used for **ANY** other campus information broadcast. Campus closures and class cancellations created by dangerous travel conditions are included.

The **SUNY NY-ALERT** system is capable of sending email, recorded voice and text messages to multiple addresses and phone numbers that you provide to the system. Participation is strongly encouraged but completely voluntary. It is provided to you at no cost (except for any charges assessed by your wireless service provider), and only a single email address is required to participate.

How to Sign up for NY-Alert:

1. Go to the Fredonia homepage www.fredonia.edu.
2. Click on the “Your Connection” link (found on the lower left or in the e-services tab).
3. Log in with your Fred ID# or SSN and password.
4. Click on the “*Personal Information*” link on the Main Menu.
5. Click the last option on the Personal Information menu, “*Emergency Alert Contact Information (NY-ALERT).*”
6. If you have NOT previously registered for the NY-ALERT system, you will be given two choices. Click the first option, “*I would like to register for this service now and receive any alerts sent to the campus community.*” Then click CONTINUE.

(If you’ve already signed up for NY-ALERT and need to update your information, you will be given three choices. Click the second option, “*I would like to continue with the NY-ALERT System but I need to alter the displayed contact information,*” then click CONTINUE. Review your information and make changes as needed.

7. Enter an email address to receive NY-ALERT MESSAGES, then click CONTINUE.
8. Enter phone numbers to receive voice, text, and/or fax messages, then click CONTINUE.
9. Confirm the information by clicking “*Register me with NY-ALERT,*” located at the bottom.
10. You should then see the confirmation: “*You have successfully registered for SUNY NY-ALERT.*”

