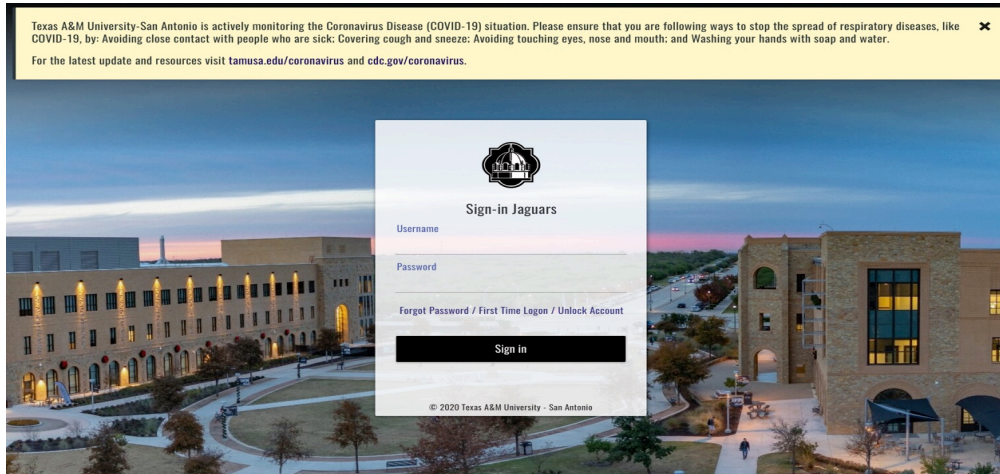


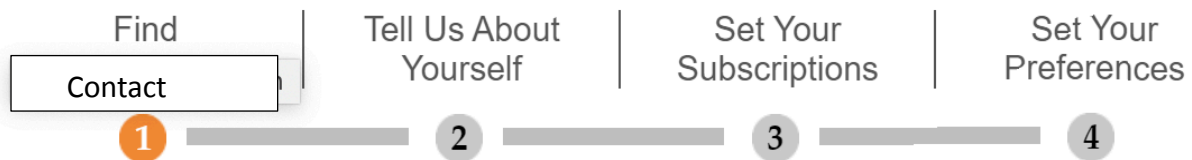
Click [JagE Alert Emergency Notification System](#) and login in with your current user name and password you use to access your University email. If you previously registered you will be directed to the Contact Information page.

You should see this screen:



If you see this screen:

In the first box you will enter your USER ID (the one you use to see your university email). Once you enter your phone number or email on the second entry select Associate.



First...

Let's begin by entering the identification code. Use your user ID that has been provided to you to find your associated contact.

Next...

Now enter a phone number (xxx-xxx-xxxx) or email address that is used by this contact.

Great! We found a Staff Member at TEXAS A M UNIVERSITY-SAN ANTONIO

Associate

The next screen you will see is the one below, verifying your contact information

Viewing pre-loaded data for **Your Name**

The following data was pre-loaded by TEXAS A M UNIVERSITY-SAN ANTONIO.

Please select to apply any pre-loaded contact information to your profile. You may choose to **Skip** this step and enter your contact information manually on the next page.

XXX-XXX-XXXX Home 1	<input type="checkbox"/> YES, this is mine Receive messages in: <input checked="" type="checkbox"/> Voice
XXX-XXX-XXXX Mobile 1	<input type="checkbox"/> YES, this is mine Receive messages in: <input checked="" type="checkbox"/> Voice
Email you choose	<input type="checkbox"/> YES, this is mine

WARNING: Items not selected above will be excluded from communication.

Next you will see a screen and look to the left and click on Contact Info. Here is where you can add your personal cell phone number and other email addresses. Hit the save button when done.

JagE ALERT | Emergency Notification System

Contact Info | Subscriptions

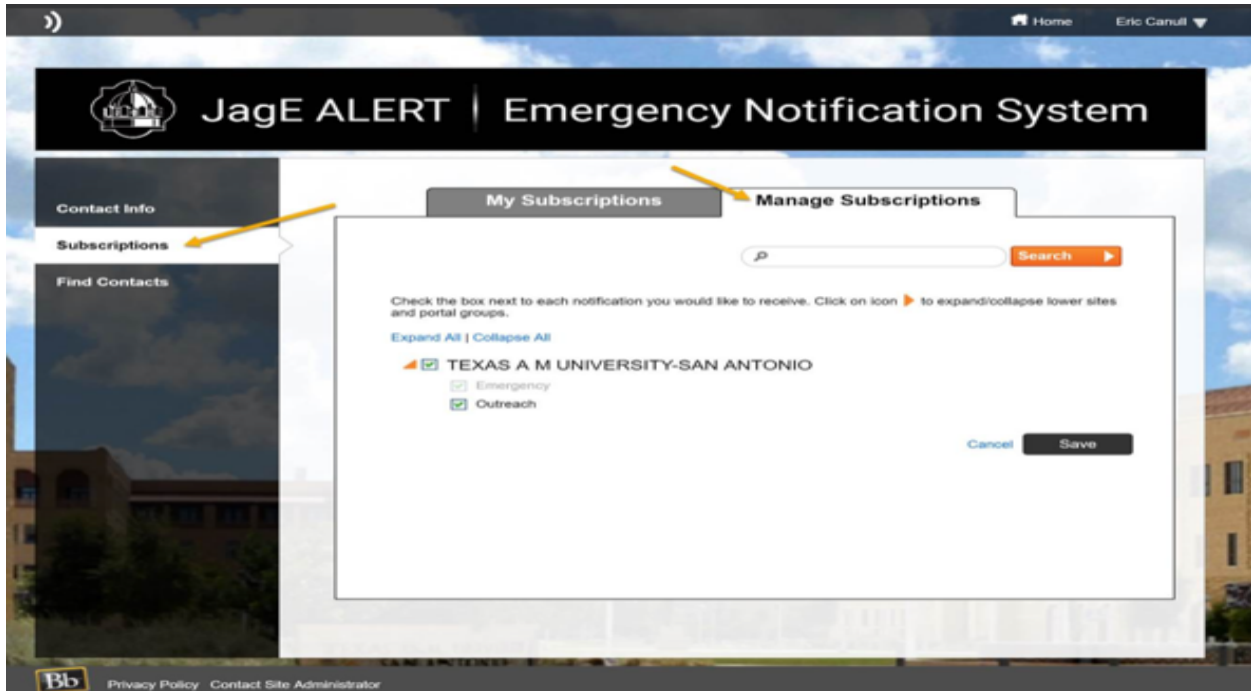
My Contact Information
Please let us know how you would like us to reach you by providing your contact information below. Then go to Subscriptions to select the notifications you would like to receive.

Add Address | Add Email | Add Phone

<input type="checkbox"/> XXX-XXX-XXXX Home 1	<input checked="" type="checkbox"/> Voice	<input type="checkbox"/> Text	<input type="checkbox"/> TTY
<input type="checkbox"/> XXX-XXX-XXXX Mobile 1	<input checked="" type="checkbox"/> Voice	<input checked="" type="checkbox"/> Text	<input type="checkbox"/> TTY
<input type="checkbox"/> username@tamusa.edu E-mail Address			
<input type="checkbox"/> username@gmail.com E-mail Address			
<input type="checkbox"/> E-mail Address			

Language Preferences 1
English [v] Save

Next you select “Subscriptions” and then select “Manage subscriptions”. Here you can select to add Outreach messages. Hit save when done.



Now select “My Subscriptions”. This is where you can edit the manner you are contacted for Emergency messages and Outreach messages. Hit save when done and log out.

