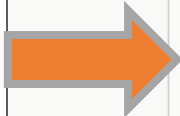


MSU Alert Portal Instructions

MICHIGAN STATE UNIVERSITY

NOTE: In order to use this application your browser must accept cookies.

Enter NetID or
Community ID and
your password.
Then click "**Login.**"



Enter your MSU ID and password

MSU ID

(MSU NetID or MSU Community ID)

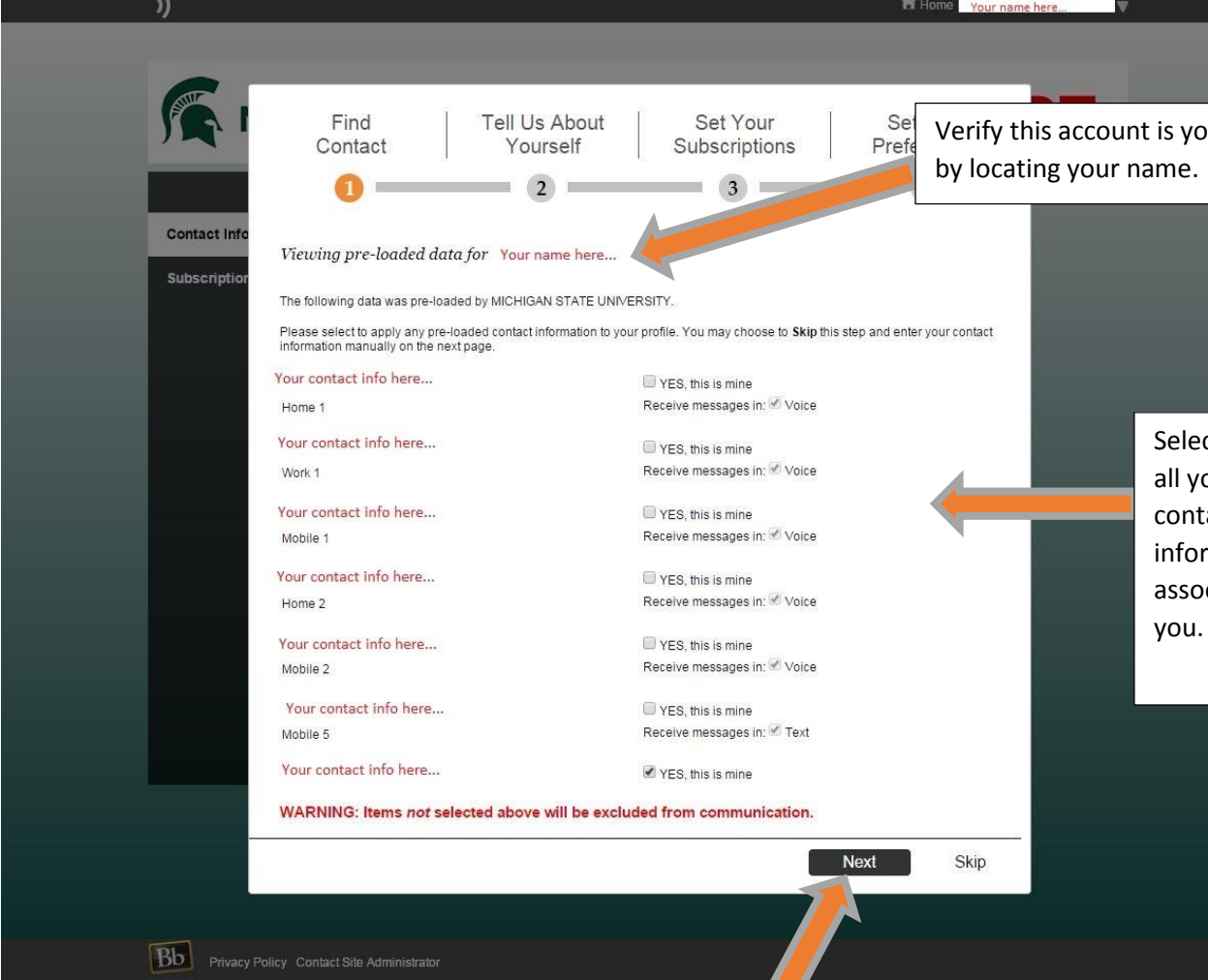
Password

Authenticator

Login

For Authorized Use Only

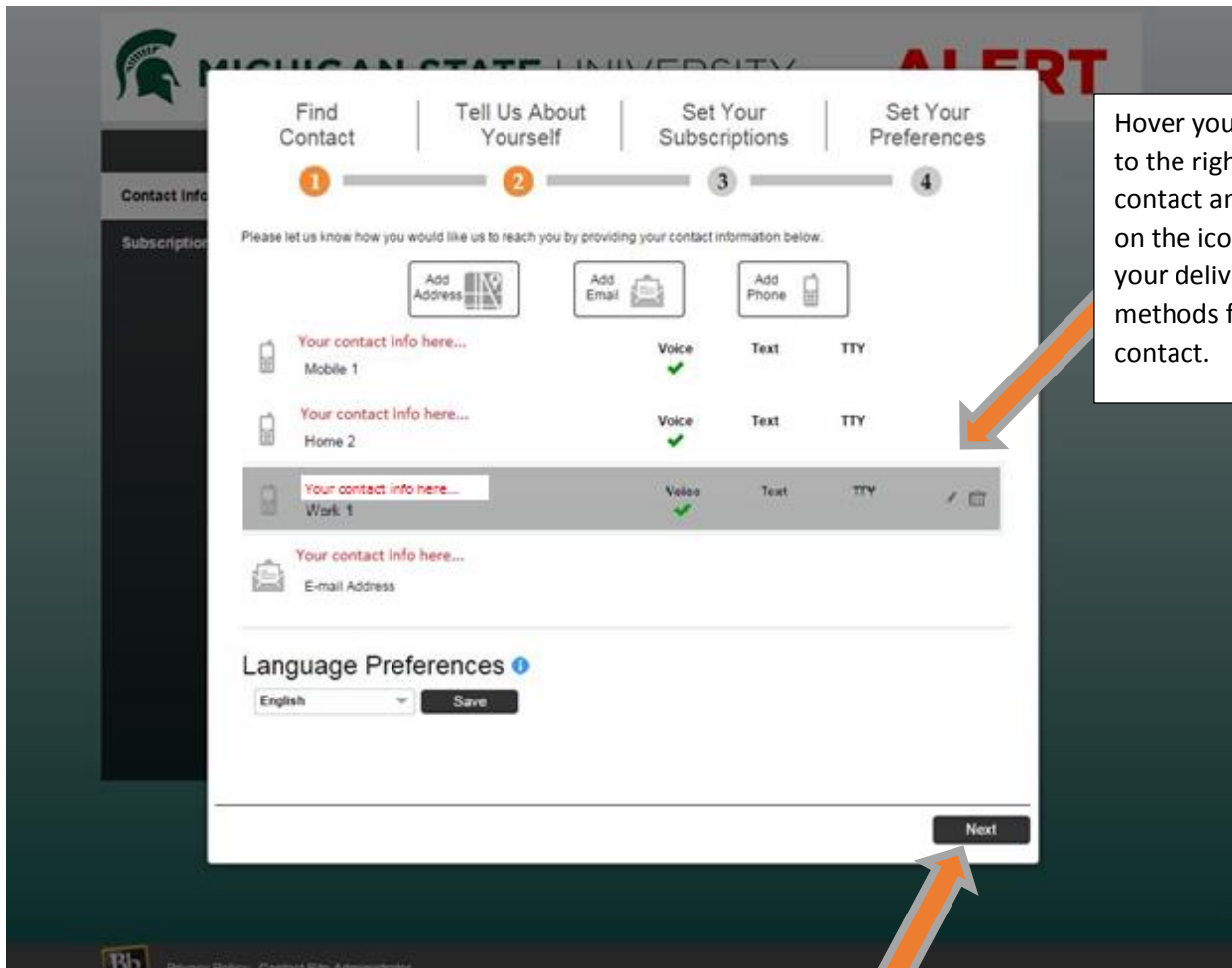
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Verify this account is yours by locating your name.

Select "Yes" for all your current contact information associated with you.

Click "Next" to move to next step.



Hover your cursor to the right of any contact and click on the icon to edit your delivery methods for each contact.

Click "**Next**" to move to the next step.

The screenshot shows a multi-step form for updating contact information. At the top, there are four steps: 1. Find Contact, 2. Tell Us About Yourself, 3. Set Your Subscriptions, and 4. Set Your Preferences. Step 2 is currently active. The form includes sections for adding address, email, and phone numbers. Under 'Your contact info here...', there are three entries: 'Mobile 1', 'Mobile 2', and 'E-mail Address'. Each mobile entry has radio buttons for 'Voice', 'Text', and 'TTY'. The 'Text' option for 'Mobile 1' is selected with a green checkmark. Below the mobile entries is a 'Language Preferences' section with a dropdown menu set to 'English' and a 'Save' button. At the bottom right of the form is a 'Next' button. A gray box is overlaid on the right side of the form, containing instructions. Orange arrows point from this box to the 'Text' radio button and the 'Save' button. Another orange arrow points from the 'Next' button to a separate text box at the bottom of the page.

This gray box will open after you click the icon on the previous screen to change the information and then click **“Save.”**

Click **“Next”** to move to the next step.

Michigan State University ALERT

Find Contact | Tell Us About Yourself | Set Your Subscriptions | Set Your Preferences

1 — 2 — 3 — 4

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

Country	Phone Number	Extension
United States (1)	Your info here...	
Label		
Home 1	Voice <input type="checkbox"/> Text <input type="checkbox"/> TTY <input type="checkbox"/>	

Cancel Save

	Voice	Text	TTY
Your info here... Mobile 1		✓	
Your info here... Home 2		✓	
Your info here... Mobile 2		✓	
Your info here... E-mail Address			

Language Preferences

English Save

You may add additional phone numbers or email addresses to receive messages. When you click one of the icons and enter the information, then click "Save" to update those fields.

Click "Next" to move to the next step.

Next



Find Contact

Tell Us About Yourself

Set Your Subscriptions

Set Your Preferences

1

2

3

4

Check the box next to each notification you would like to receive.

[Expand All](#) | [Collapse All](#)

- MICHIGAN STATE UNIVERSITY
 - Emergency
 - Outreach

An emergency message is a life threatening or serious situation, i.e. active violence, crime in progress, or threats to persons. It defaults to requiring these and may not be changed.

An outreach message is a non-life threatening situation, i.e. winter storms, road closures and safety information etc. Determine if you wish to receive these notices and check the box if you choose to do so.

Back

Next



Click "**Next**" to move to the next step.

Find Contact | Tell Us About Yourself | Set Your Subscriptions | Set Your Preferences

1 2 3 4

Tell us how you would like to be reached. To indicate your preferences, mouse over each notification to edit.

MICHIGAN STATE UNIVE...				
Emergency		✓	✓	
Outreach		✓	✓	edit

Back Done

Bb Privacy Policy Contact Site Administrator

Click "edit" button to change your delivery preference for each type of message delivered to you.

Click: "Done" when all steps are completed.

Hi

Thank you for registering with Michigan State University ALERT.
Your account email address is .

You may [Click Here](#) to manage all of your contact information and subscription preferences.

Sincerely,
Michigan State University ALERT
Account Administration

Welcome to MSU Alert!

You are currently registered to receive information from the following institutions:

MICHIGAN STATE UNIVERSITY

[Edit contact information](#)

MSU News

- Leah O'Connor named Big Ten Women's Track Athlete of the Week
- Hildebrand named Big Ten's First Star of the Week
- Michigan State-Rutgers rescheduled for Thursday
- Undergraduate researchers nominated for national Goldwater Scholarship
- MSU High 5: Jan. 27, 2015
- MSU-Rutgers men's basketball postponed



You will be sent to this home page for the Alert Portal to view important information and news feeds. Remember to sign out using the link in the upper right corner of the page, and close your browser for security reasons.