

Samuel Merritt University

Emergency Notification

Self-Registration

User Guide

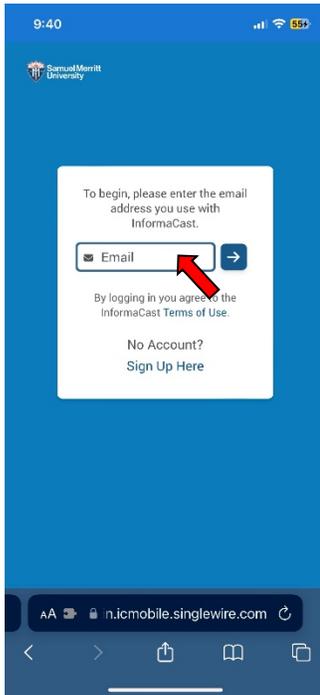


**Samuel Merritt
University**

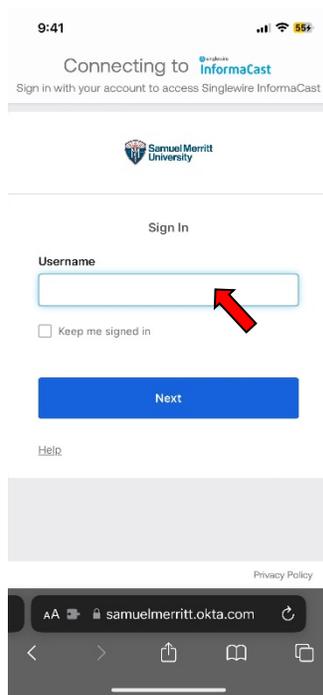
Self-Registration from Mobile Devices -



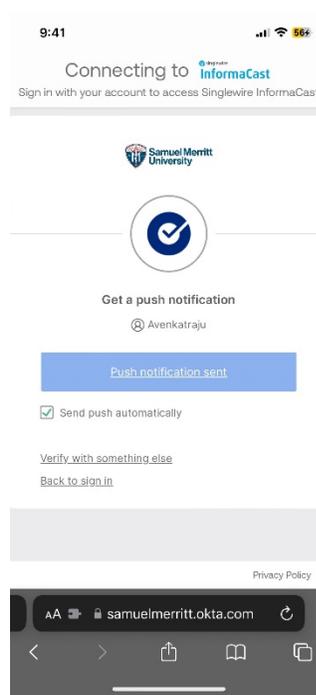
Scan the QR code



Enter SMU Email Address



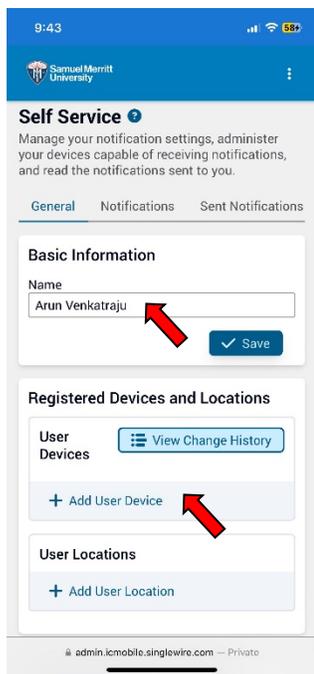
Enter SMU Username



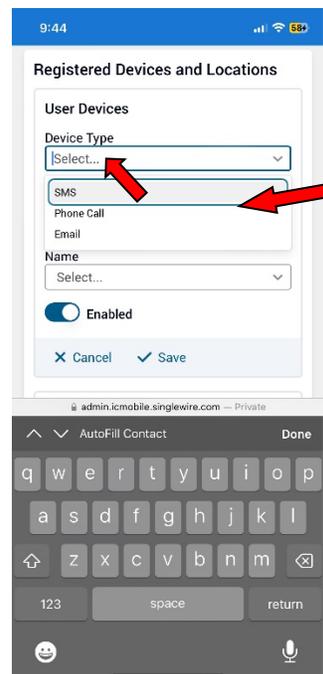
Select the MFA to login



Loading into InformaCast

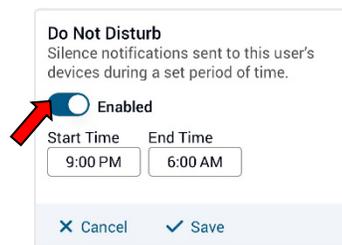


Make sure name is displayed correctly and click Add User Device

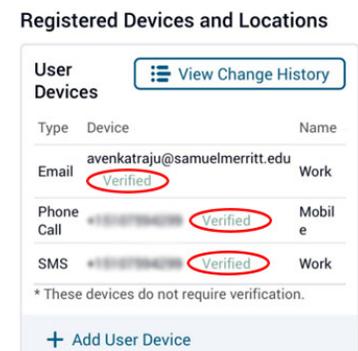


From drop-down menu on device type choose type of device you're adding, enter required information and click save

- **SMS** – Enter Phone Number and Name, once you click save, system will send an SMS to provided number to verify.
- **Phone Call** – Enter Phone Number and Name, once you click save, system will call you to provided number to verify.
- **Email** – Enter Email and Name, once you click save, system will send an email to verify.



Enable Do Not Disturb if you prefer not to receive any notification at certain time



After adding all device and successfully verifying it, you should see Verified on all added devices

Self-Registration from Windows or MacOS – Link to access the webpage <https://informacast.app/CCqE>

To begin, please enter the email address you use with InformaCast.

Email

By logging in you agree to the InformaCast [Terms of Use](#).

No Account? [Sign Up Here](#)

Enter SMU Email Address

General Notifications Sent Notifications

Basic Information

Name
Arun Venkatraju

Registered Devices and Locations

User Devices

Make sure name is displayed correctly and click Add User Device to add various devices

Device Type
SMS

Phone Number
(Required)

Name
Select...

Enabled

Device Type
Phone Call

Phone Number
(Required)

Name
Select...

Enabled

Device Type
Email

Email
(Required)

Name
Select...

Enabled

SMS - Enter Phone Number and Select Name, Click save. You will receive a SMS for Verification, Reply YES to Verify

Phone Call - Enter Phone Number and Select Name, Click save. You will receive a Call for Verification, answer the call press 1 to Verify

Email - Enter Phone Number and Select Name, Click save. You will receive a Email for Verification, Read email and click the link to verify

Do Not Disturb

Silence notifications sent to this user's devices during a set period of time.

Do Not Disturb is not currently enabled.

Do Not Disturb

Silence notifications sent to this user's devices during a set period of time.

Enabled

Start Time
09:00 PM

End Time
06:00 AM

Click Edit to enable Do Not Disturb if you prefer not to receive any notification at certain time and click save

Registered Devices and Locations

User Devices

Type	Device	Name	Status
Email	avenkatraju@samuelmerritt.edu	Work	Enabled
Phone Call	+15107946289	Mobile	Enabled
SMS	+15107946289	Mobile	Enabled

* These devices do not require verification.

After adding all devices, it should say verified on all device type