



AlertMe User Guide

NEW USERS

Step 1: Click **Register here**

The image shows the AlertMe login page. At the top, there is a blue header with a lock icon and the text 'AlertMe'. Below the header, the text 'Log in to manage your notifications' is displayed. There are two input fields: 'Email' with an envelope icon and 'Password' with a key icon. Below these fields are two buttons: 'Log In' with a question mark icon and 'Forgot password?'. At the bottom, there is a yellow button labeled 'Register here' with a red arrow pointing to it from the left.

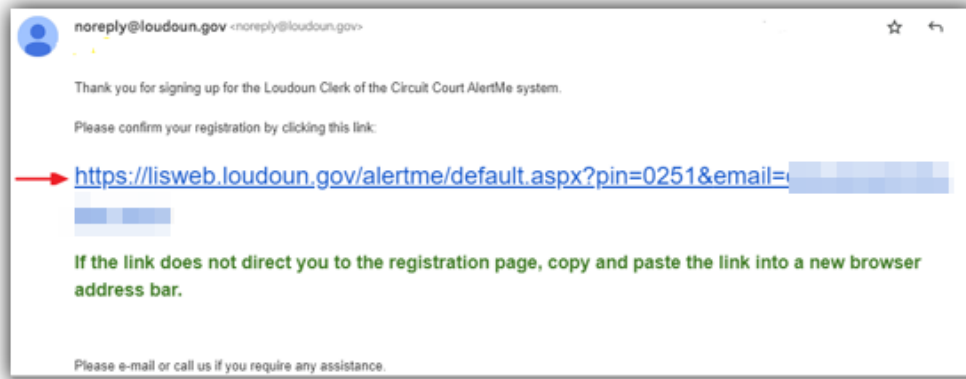
Step 2: Fill in the required fields and click **Register**

The image shows the AlertMe registration page. At the top, there is a blue header with a lock icon and the text 'Register for AlertMe'. Below the header, the text 'To register, please complete the below information.' is displayed. There are five input fields: 'Email' with an envelope icon, 'Retype Email' with an envelope icon, 'First Name' with a person icon, 'Last Name' with a person icon, and 'Password' with a key icon and an eye icon. Below these fields is a yellow button labeled 'Register' with a question mark icon and a red arrow pointing to it from the left. At the bottom, there is a link 'Do you already have an account?' with a 'Log In here' button below it.

Step 3: You will receive the message below if the user was created successfully. Click **OK** and check your email inbox to finalize the registration process. Note: You may need to check your Spam folder.

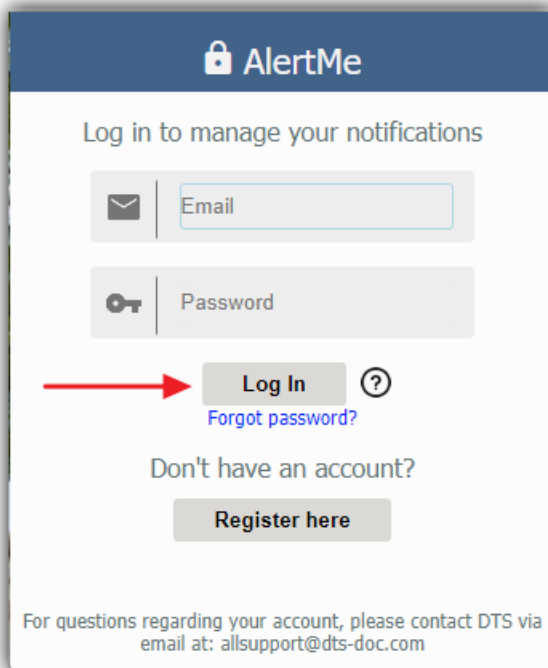
The image shows a success message dialog box. The text inside the box reads 'User Created. Please check your email for your activation link.' At the bottom right of the box is a blue button labeled 'OK'.

Step 4: You will receive the email notification below. Click on the blue link to confirm your account. It will direct you back to the AlertMe page to Log in per Step 5.



Note: If the link does not direct you to the registration page, copy and paste the link into a new browser address bar and **Enter**. This confirms your account and takes you back to the AlertMe page to Log in per Step 5 below.

Step 5: Enter your email address and password and click **Log In**.



Step 6: Upon logging in you will set the **Manage Notifications** page.

Add new notifications by filling in the Last Name or Organization, First Name, with or without Middle Name and clicking **Create Notification**. Add as many name variations as necessary to ensure you receive notifications as expected.

Current Notifications displays the active notifications you will be emailed about. (This table will be empty for new users.)

Emailed Notifications History section displays email alerts history previously sent.

Change Password by clicking the Gear icon and selecting **Change Password**. Enter your current password, new password and **Submit**.

You will receive a pop up confirmation that the password has been updated.



Once finished, click the sign out button at the top right and you will be redirected back to the login page.