

Campus Text Alert Sign-up Instructions

Quick Steps

If you are familiar with the Omnalert application, follow these quick steps below.

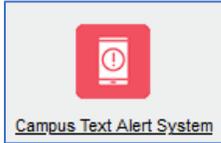
1. Sign into the [MyUB portal](#)
2. Under tools, click on the "Campus Text Alert System" icon
3. You will be redirected to the setup page - follow the instructions
4. Have your cell phone with you and turned on

**If this is a renewal or reactivation of an existing account, follow the steps to re-activate your account.

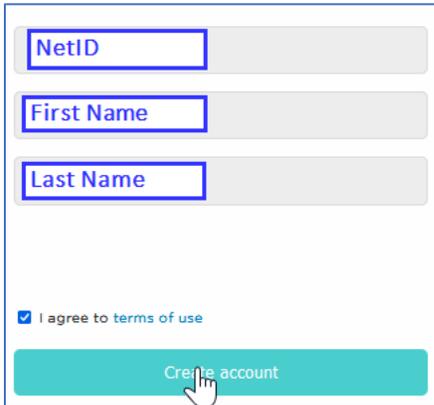
How to Sign-up for Campus Text Alerting

Process/Steps

1. Sign into the [MyUB portal](#)
2. Click on the "Campus Text Alert System" icon

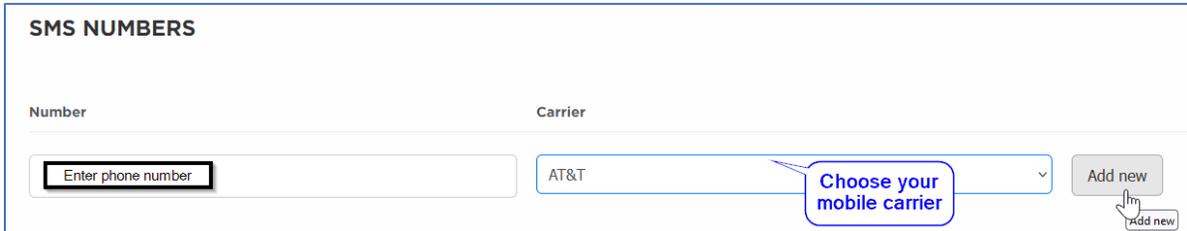


3. You will be redirected to the setup page. Your NetID, First Name, and Last Name will be pre-populated. Then check the box to agree to the terms, and click **Create Account**.

A form with three input fields: "NetID", "First Name", and "Last Name". Below these fields is a checkbox labeled "I agree to terms of use" which is checked. At the bottom is a teal button labeled "Create account" with a hand cursor pointing to it.

4. You will be directed to the Omnalert home page. Start by entering your phone number and choosing your mobile phone carrier from the dropdown list. Then click **Add new**.

Note: If you have more than one device you wish to add, repeat these steps for each device.

A form titled "SMS NUMBERS". It has two columns: "Number" and "Carrier". Under "Number" is an input field with the placeholder text "Enter phone number". Under "Carrier" is a dropdown menu currently showing "AT&T" and a blue callout box pointing to it with the text "Choose your mobile carrier". To the right of the dropdown is a button labeled "Add new" with a hand cursor pointing to it.

5. You should have received a text message to your device from Omnalert. Enter the validation code and click **Validate**.

Note: If you do not receive the code within one minute, click **Resend**.

This SMS number is unvalidated
A validation code has been sent to this SMS number. You must enter that code before this number can receive more information.

Validation code:

6. In the next section on the page, enter an email address if you wish to also receive the same text notifications to your email account(s). Click **Add new**.

Note: If you have more than one email you wish to add, repeat these steps for each account.

EMAIL ADDRESSES

Email

7. You will receive an email from UBalt Campus Safety and Security. Click the **Validate** button.

 Thu 1/26/2023 9:28 AM
UBalt Campus Safety and Security <no-reply@omnilert.com>
Email Validation

To:

 If there are problems with how this message is displayed, click here to view it in a web browser.

EXTERNAL EMAIL: This message originated from a non-UBalt email system. Hover over any links before clicking and use caution when opening attachments.

To complete your subscription for this email address and receive emergency alerts from University of Baltimore, click the link below.