

To sign up for alerts from the SWCC Alert System, begin by opening a browser and going to alert.sw.edu (notice there is no www in front of the URL).

## Sign up

Creating a profile takes just a few minutes. Remember your username and password so you can log in and change your information at any time.

\* Username   
Usernames must be a minimum of 4 acceptable characters. Acceptable characters are: uppercase and lowercase letters, numbers, period, dash (-), underscore (\_), and at symbol (@). No other characters or symbols are permitted at this time.

\* First Name

\* Last Name

\* Password   
Password must be 8 to 64 characters long and contain at least three of the following four items: uppercase letter, lowercase letter, number or special character. Special characters include ! @ # \$ % ^ & \* ( and ).

\* Confirm Password

\* Security Question

\* Answer

\* Registration Email

I accept the [Terms of Use](#)

To choose your username, this can be anything you wish it to be, but please choose something you can remember as you will need this to login to the system and make any changes.

Create a Password (must be between 8 and 64 characters and a mix of three of the following: uppercase/lowercase letter, number, or special character).

Set a Security Question and answer it.

The Registration Email field is already pre-filled, please do not change it.

Click the check box to accept terms.

Click Create Your Account

Once the username, password and security code have been set, it's time to move on to the second screen.

Profile > Locations > Alerts > Information > Review

## My Profile

\* First Name

\* Last Name

\* Registration Email

Here's how to contact me. (Complete at least 1)

1) \* Email Address

2) Text Message Number

3) Receive Phone Calls

4) Alt Email Address

5) Additional Text Msg

6) Additional Phone Num

Enter a phone number where you would like to receive **text** messages.

Enter a phone number where you would like to receive phone calls (this may be the same as the Text Message Number".

Enter any other email address you would like to receive the messages (this could be used for a spouse, parent, or other party).

Enter Additional Text Msg you would like to receive the messages (this could be used for a spouse, parent, or other party).

Enter Additional Phone Num where you would like to receive (this could be used for a spouse, parent, or other party).

Click Save and Continue

A new functionality this system has is the ability to send text alerts and messages based on user's location. Should there be an environmental threat or other life threatening event in an area within our service region we can now send alerts to those who listed an address within that area to let them know of impending danger.

Profile > **Locations** > Alerts > Review

### My Locations

We will use the location information you provide to inform you about events taking place in your area.

#### Add a Location

\* Location Name

\* Country

\* Address

Apt/Suite/Unit

City

State/Province

Postal Code

Enter a Location Name (ex. Home, Work, SWCC).

Enter the Country.

Enter the Address.

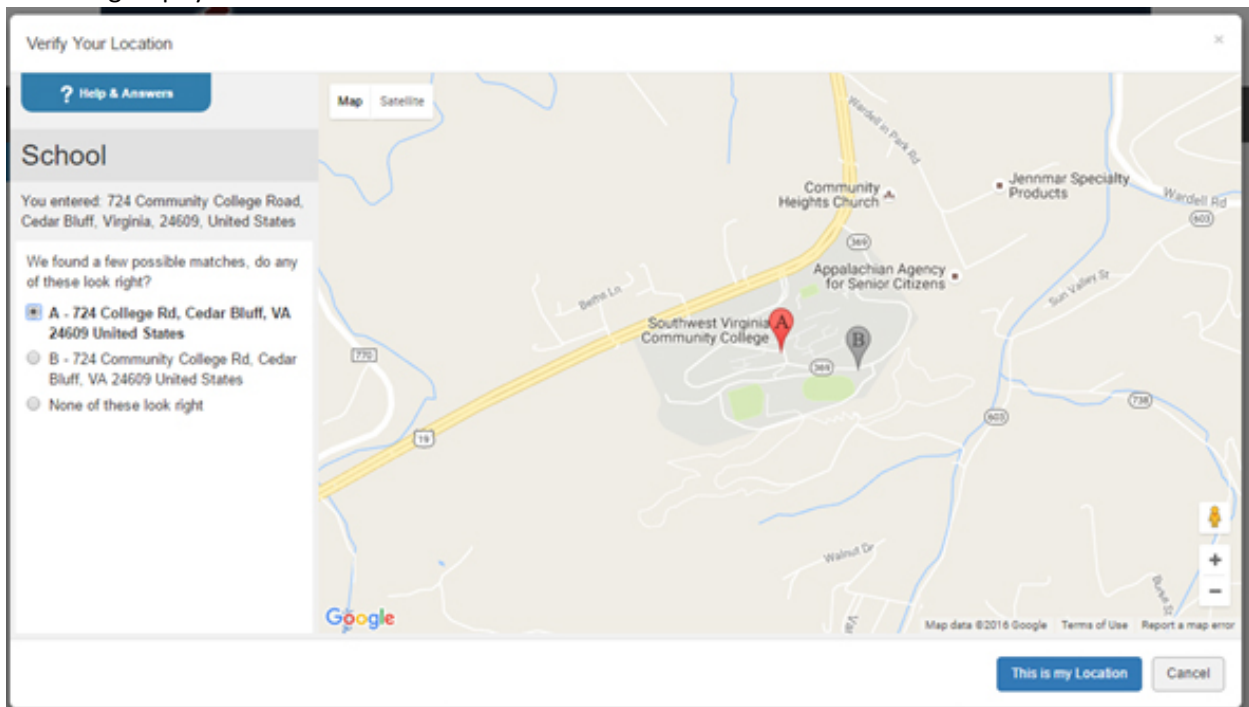
Enter the City.

Choose a State.

Enter Postal Code.

Click Verify this Address.

Once you've entered your address the system will ask you to verify the location on Google maps. After you view the location on the map click the radio button to the side that corresponds with the correct location. You may enter more locations than one, I suggest a home location and the SWCC address of 724 Community College Road, Cedar Bluff, VA 24609, which is the college's physical address.



Users now have the ability to subscribe to receive Weather Alerts. This is an optional choice, and up to each individual user. The default selection is all Weather Alerts, but that can be changed by unchecking the box beside each category. Users can also expand each category and decide which sub-categories to receive or not.

My Profile Locations Alerts Information Review

### My Alert Subscriptions

Choose what you want to be informed about.

- Weather
- Wind (2)
  - High Wind Warning
  - Wind Warning
- Flood (2)
- Winter (13)
- Other Events (2)
- Severe (3)

Save & Continue >

Wind, Flood, and Other Events only include warnings. Winter includes Heavy Snow Watch, Ice Storm Watch, and Winter Storm Watch, with the rest being warnings.

In the event of a Tornado warning anywhere in our service region, we will push out an alert to all users regardless of subscription choices.

Once all the information has been chosen on the previous screens, users will verify their information on the last Review screen. If everything is correct, click Finish at the bottom of the screen to complete registration.

Profile Locations Alerts Information Review

### Review the information you entered

You will be able to edit it any time.

**My Profile** Edit

Username: ASkywalker  
First Name: Anakin  
Last Name: Skywalker  
Registration Email: ASkywalker1138@yahoo.com  
Email Address: ASkywalker1138@yahoo.com

**My Alert Subscriptions** Edit

22 Weather Alerts

**My Locations** Edit

School: 724 Community College Road

**My Information** Edit

Finish

All alerts coming from the SWCC alert system will come from either “89361” or “87844”.

If you have any questions or need assistance, please contact the system administrator at [alert@sw.edu](mailto:alert@sw.edu).