



# Updating Your Emergency Notification Profile

.....



University  
of Dayton



Log into Porches and click on Menu  
in the upper right corner.

UD COVID-19 info page | UD case dashboard




# Front Porch

Porches / Front Porch



# Click on the “My Account” box.

|                |                     |                                       |
|----------------|---------------------|---------------------------------------|
| Front Porch    | Announcements       | <b>TASKS</b>                          |
| Academics      | Front Porch         | <a href="#">Mail</a> →                |
| Administrative | Campus News Digest  | <a href="#">Isidore</a> →             |
| Campus         | Porches FAQ         | <a href="#">Box</a> →                 |
| Diversity      | University Calendar | <a href="#">Banner Self-Service</a> → |
|                |                     | <a href="#">Zoom</a> →                |
|                |                     | <a href="#">My Account</a> →          |
|                |                     | <a href="#">People Search</a> →       |



Scroll to the bottom of the page and  
click on the red button.

### **EMERGENCY NOTIFICATION SYSTEM**

The University uses a product called SendWordNow for emergency alerts. You have the option to add additional contact points to your record. These contact points will be used in the event Public Safety needs to alert the campus.

**MANAGE YOUR EMERGENCY CONTACT POINTS.**



**UD MAIN**

**POLICIES**

**REPORT A CONCERN**

**PRIVACY & TERMS**

**NONDISCRIMINATION**

**DIVERSITY**



Review the information on the main screen and then click “Next.”

The screenshot displays the 'Send Word Now Self Registration Portal' for the University of Dayton. At the top left is a small US flag icon. The university logo, a blue circle containing a white dome with a cross, is positioned to the left of the text 'University of Dayton' in a red serif font. Below this is the title 'Send Word Now Self Registration Portal' in a black sans-serif font. In the top right corner, there is a blue link labeled 'Log Out'. A note below the title states: 'Note: the fields with a red asterisk ( \* ) are required.' Below the note are three tabs: 'User Information \*', 'Contact Information', and 'Additional Information'. The 'User Information \*' tab is active and contains three input fields: 'First Name: \*' with the value 'Melinda', 'Last Name: \*' with the value 'Warthman', and 'Username: \*' with a blacked-out value. A red arrow points from the right side of the form area to a 'Next' button located at the bottom right of the form container.

[Privacy Policy](#) [Terms of Service](#)



Fill in your personal information under the “Contact Information” tab. This will provide the system with information it needs to send emergency information to your personal device. Once you have updated your information, click “Next.”



# University of Dayton

## Send Word Now Self Registration Portal

[Log Out](#)

Note: the fields with a red asterisk ( \* ) are required.


User Information \*   Contact Information   Additional Information

4 of 5 voice, 5 of 5 text contact points

| Phone                 |                                | Call                                | Text                                |
|-----------------------|--------------------------------|-------------------------------------|-------------------------------------|
| Employee CampusPhone: | United States (1) 9372292742   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| UD Owned Cell Phone:  | United States (1) [Redacted]   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Cell Phone:           | United States (1) [Redacted]   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| My Cell Phone:        | United States (1) [Redacted]   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Additional Contact:   | United States (1) Phone Number | <input type="checkbox"/>            | <input type="checkbox"/>            |


  

| Email               |                        |
|---------------------|------------------------|
| Label               | Address                |
| University Email:   | mwarthman1@udayton.edu |
| Additional Contact: | mwarthman1@udayton.edu |





Once you are finished personalizing your profile, click the “Submit” button.

 **University of Dayton**

**Send Word Now Self Registration Portal**

[Log Out](#)

Note: the fields with a red asterisk ( \* ) are required.

[User Information \\*](#) [Contact Information](#) [Additional Information](#)

**Address**

Address 1: \*

Address 2:

City: \*

State/Province: \*

Zip/Postal Code: \*

Country: \*

Timezone: \*

[Privacy Policy](#) [Terms of Service](#)



The system will alert you that your profile as been successfully updated.

The screenshot shows a web browser window with a notification box in the foreground. The notification text reads: "udayton.sendwordnow.com says Changes have been saved successfully". A blue "OK" button is located at the bottom right of the notification box, with a red arrow pointing to it from the right. In the background, the web application interface is visible. At the top, there are navigation links for "OLEG", "LinkedIn", "Emergency", "Advocate Links", and "Awaken Your Life A...". A "Log Out" link is also present. Below the notification, a note states: "Note: the fields with a red asterisk (\*) are required." There are three tabs: "User Information \*", "Contact Information", and "Additional Information \*". The "Address" section contains several form fields: "Address 1: \*" with the value "417 Crusader Drive", "Address 2:" (empty), "City: \*" with the value "West Carrollton" and a "Please wait..." loading spinner, "State/Province: \*" with a dropdown menu showing "Ohio", "Zip/Postal Code: \*" with the value "45449", "Country: \*" with a dropdown menu showing "United States", and "Timezone: \*" with a dropdown menu showing "Eastern Time (USA)". At the bottom of the form are "Previous" and "Submit" buttons. At the bottom of the page, there are links for "Privacy Policy" and "Terms of Service", and a circular logo for "powered by send word now".





# Questions?

Contact

Melinda Warthman,  
Clery Compliance & Records  
Administrator

937.229.2742

[mwarthman1@udayton.edu](mailto:mwarthman1@udayton.edu)

