

### Updating Your Emergency Notification Profile



## Log into Porches and click on the UD Daily tab in the left sidebar.





# Scroll toward the bottom of the page and click the green 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.



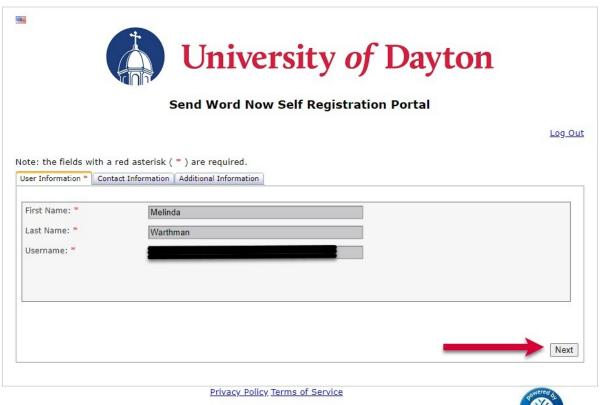
#### Login using your UD username and password.

LOGIN
Use your University of Dayton username and password.
Username
Password
LOGIN
Forgot your password?



Need help?

#### Review the information on the main screen and then click "Next."









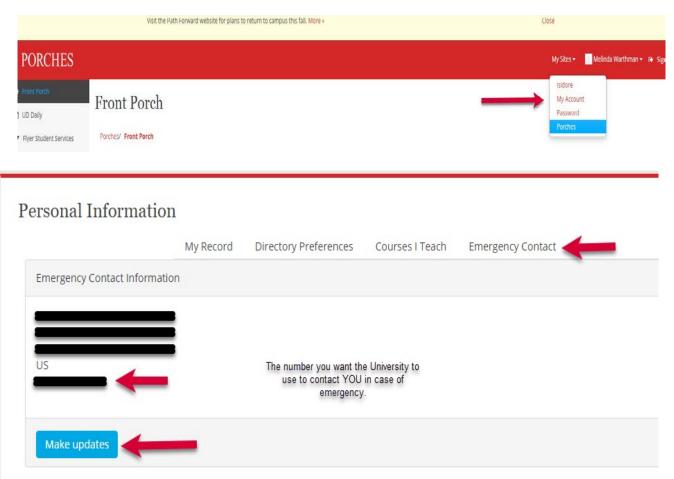
Fill in your personal information under the "Contact Information" tab. This will provide the system with information it needs to send emergency information to your personal device. Once you have updated your information, click "Next."

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					<u>Log C</u>				
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ser Information * Contact I	Information   Additional Info	rmation							
Phone					2 of 5 voice, 2 of 5 text contact poin				
Label			Call	Text					
Employee CampusPhone:	United States (1)	9372292742	W						
Student Campus Phone:	United States (1)	Phone Number							
Cell Phone:	United States (1)								
Emergency Cell Phone:	United States (1)	Phone Number							
Emergency Contact:	United States (1)	Phone Number							
Email									
Label	Address								
Personal Email:									
University Email:	mwarthman1@uc	dayton.edu		1					





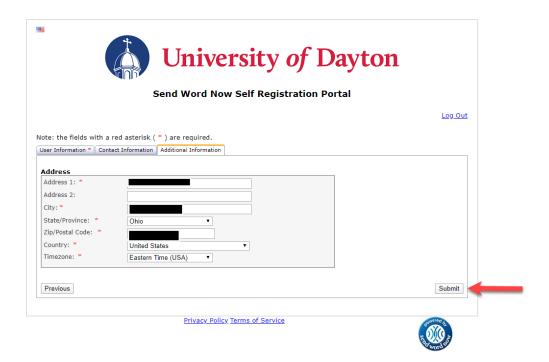
Please note: If you update "My Account" under the "My Sites" tab next to your name on the Porches banner, the system will ask for an emergency contact cell phone number.



This should be the number you want the University to use to contact YOU in an emergency. The number placed in the "My Account" area automatically populates into the mass notification system each time the system updates, so make sure it's YOUR number.

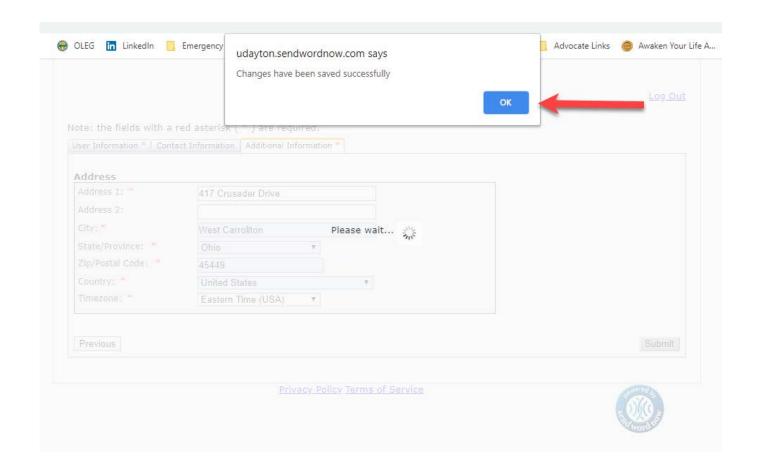


### Once you are finished personalizing your profile, click the "Submit" button.





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





### Questions?

Contact
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Administrator

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