ENS REGISTRATION SYSTEM USER GUIDE

STEP ONE

a) Select the "Sign me Up!" link as a first-time user.

b) Enter first and last name along with Sharklink email.

c) Create password (passwords must be at least 8 characters, include 1 lower-case letter, include 1 upper case letter and include 1 number. Spaces and special characters are not permitted)

d) Place a check in the user agreement box and select CONTINUE, on the following screen select SEND.

e) Check email for registration confirmation and click on the link provided in the email. The link will return you back to the system.

f) Re-enter the system but this time use the email and password boxes to enter your information since you are no longer a first-time-user.

g) Answer the 3 security questions and click SAVE.

h) Your account has now been activated, click LOGIN.

i) Enter your NSU ID.

First...

Let's begin by entering the identification code that has been provided to you to find your associated contact.

N0000 0000

j) Enter your Sharklink email and then select SUBMIT.

Next...

Now enter a phone number (xxx-xxx-xxxx) or email address that is used by this contact.

johndoe@nova.edu   Submit

k) Select the information that is associated with your profile then click NEXT.

Viewing pre-loaded data for John Doe

The following data was pre-loaded by NSU-ALERT.

Please select to apply any pre-loaded contact information to your profile. You may choose to **Skip** this step and enter your contact information manually on the next page.

123-456-7890	☐ YES, this is mine
Home 1	Receive messages in: ☑ Voice
123-456-7890	☐ YES, this is mine
Mobile 5	Receive messages in: ☑ Text
johndoe@nova.edu	☑ YES, this is mine

STEP TWO

a) Select preferred language and click NEXT.

b) Select preferred phone number and method of contact. Click SAVE.

Please let us know how you would like us to reach you by providing your contact information below.

| Add Address | Add Email | Add Phone |

| Country | Phone Number | Extension |
| United States (1) | 1234567890 | |

| Label | |
| Home 1 | Voice ✔ Text ☐ TTY ☐ |

Cancel   **Save**

STEP THREE

a) Set subscriptions. At the moment NSU-ALERT is the only subscription. Additional subscriptions will be available in the future. Click NEXT.

| Find Contact | Tell Us About Yourself | Set Your Subscriptions | Set Your Preferences |
| ① | ② | ③ | ④ |

Check the box next to each notification you would like to receive.

Expand All | Collapse All

▲ ☑ NSU-ALERT
　　☑ Emergency
　　☑ Outreach

STEP FOUR

a) Select EDIT if you wish to make additional changes, otherwise select DONE.

Tell us how you would like to be reached. To indicate your preferences, mouse over each notification to edit.

NSU-ALERT	☎	📠	💬
Emergency	✔	✔	
Outreach	✔	✔	✎ edit

b) CONGRATULATIONS!! You have completed the registration process on our new NSU Emergency Notification System.

John Doe

You are currently registered to receive information from the following institutions:

NSU-ALERT

Edit contact information

Please contact Strategic Support Services should you need assistance.

Monday - Friday from 8:30am - 9:00pm

- Via Email sss@nova.edu
- Call us at 954-262-0777 (2OSSS)