

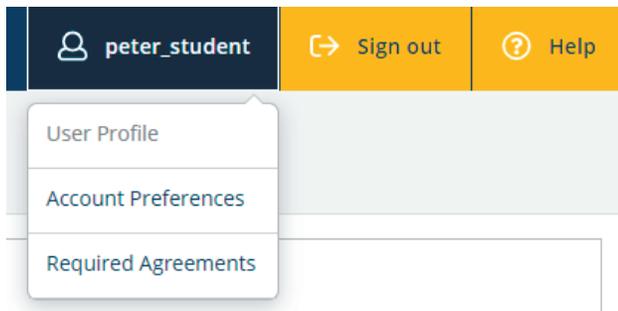
CAMPUS ALERT NOTIFICATION SYSTEM

Clarke University operates a Campus Alert Notification System to notify you of campus emergencies or closings via e-mail, phone call, and text message.

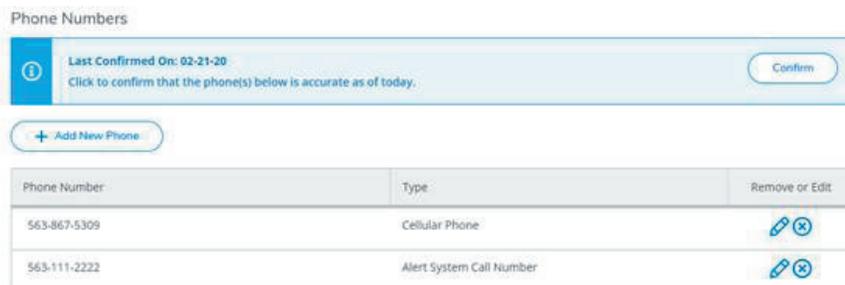
It is very important to update information to ensure alerts are received on mobile phones. By default, alert messages will always be sent to student and employee Clarke email accounts.

To sign up for notifications, please complete the following:

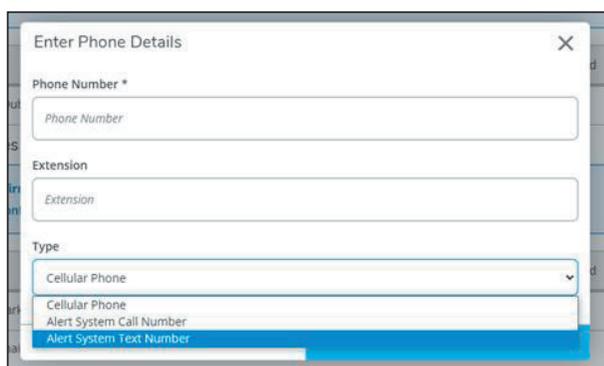
1. Log into your CU hub account at **cuhub.clarke.edu:8173/Student/Account/Login** using your Clarke credentials (firstname_lastname@clarke.edu). Once you are logged in, click on your name in the upper right menu, then click on **User Profile**.



2. Once you are in your user profile, scroll to the bottom, where you will see an area for **Phone Numbers**. Students and employees should edit or add the appropriate phone numbers to ensure they receive notifications through the Campus Alert System.



3. Click **Add New Phone**, then enter your phone number, leave the extension blank, and decide how you would like to receive the alerts under **Type**.
 - If you prefer to only receive text notifications, please choose **Alert System Text Number**.
Note: You are only allowed ONE Text Number.
 - If you prefer to only receive voice notifications, please choose **Alert System Phone Call**.
 - If you prefer to receive both a phone call AND a text message, you will need to enter them individually and select the appropriate **Type** for each phone number added regardless of whether it's the same phone number.

A screenshot of the 'Enter Phone Details' form. It has a title bar with a close button (X). The form contains three input fields: 'Phone Number *' (with a placeholder 'Phone Number'), 'Extension' (with a placeholder 'Extension'), and 'Type'. The 'Type' dropdown menu is open, showing three options: 'Cellular Phone', 'Alert System Call Number', and 'Alert System Text Number' (which is highlighted in blue).