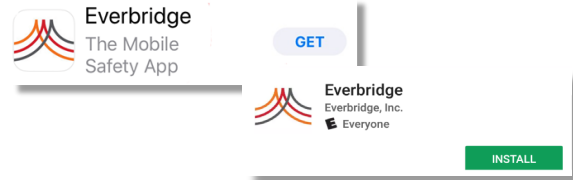


Everbridge is used by Southeast’s Department of Public Safety to inform the university community of emergencies, and provide a method for community members to quickly report issues to the department. This tutorial will provide instructions for installing and configuring the mobile application on iOS and Android devices.

1. Tap on the App Store or Google Play Store

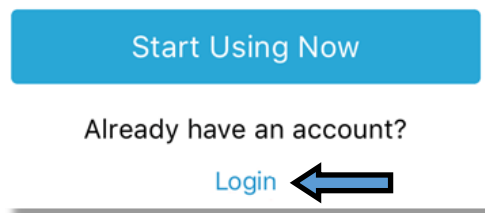


2. Search for “Everbridge”

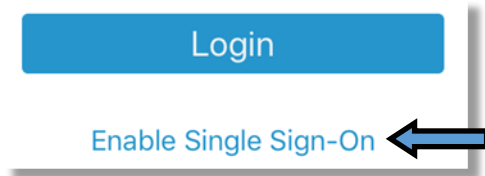


3. After installation is completed, open the app

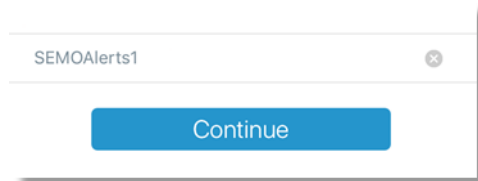
4. Current students, faculty and staff will automatically be opted in for this service and will already have an account. Tap **Login**



5. Everbridge is connect to Southeast’s Single Sign (SSO) process Tap **Enable Single Sign-On**



6. Enter Southeast’s Single Sign-On Key Phrase - **SEMOAlerts1** and tap the **Continue** button.



7. At the Southeast SSO login screen, enter your Southeast email address and password



Work or school, or personal Microsoft account

 Keep me signed in

It looks like [redacted]@semo.edu is used with more than one account. Which account do you want to use?



Work or school account
Created by your IT department
[redacted]@semo.edu

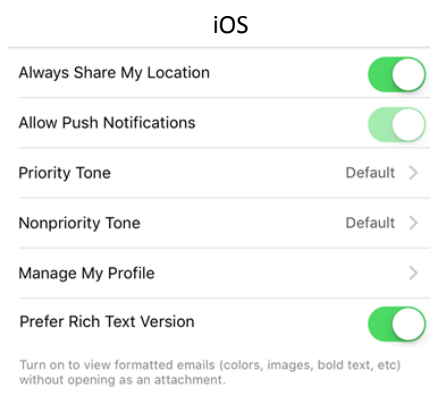


Personal account
Created by you
[redacted]@semo.edu

8. After entering the email address, a screen may display requesting a selection be made between work or school account or personal account. Tap **Work or School account**

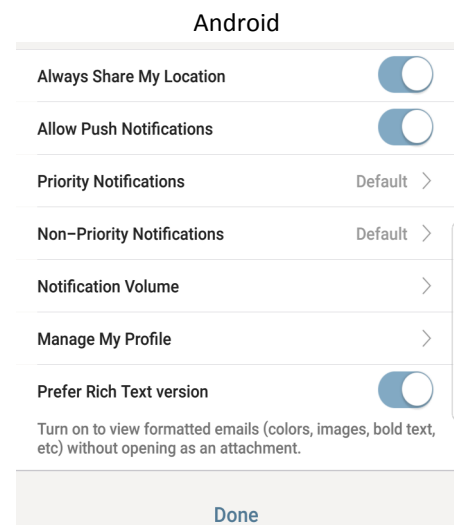
9. Enter your password and tap **Sign in**

10. A setup screen will appear. Recommended settings are shown below:



When "Always Share My Location" is turned on, the user will be able to send a message to DPS along with GPS location information.

A later screen will ask when to allow location information to be accessed – Always, While using app, Never.



11. In IOS, you may see the following:
Recommended setting - Allow

**"Everbridge" Would
Like to Send You
Notifications**

Notifications may include alerts, sounds, and icon badges. These can be configured in Settings.

Allow

Don't Allow

**Allow "Everbridge" to
access your location?**

App explanation for always:
"Your location will only be used for safety purposes."

App explanation for while using: "Everbridge uses your location to send message with location data."

Only While Using the App

Always Allow

Don't Allow

**Recommended setting - Only While Using
the App**

The application is now installed and ready for use.

If you have any issues while following these instructions, contact the IT Help Desk at 573-651-4357 or helpdesk@semo.edu.

If you have questions regarding the Everbridge application or notification system, contact the Department of Public Safety at 573-651-2215 or dps@semo.edu.