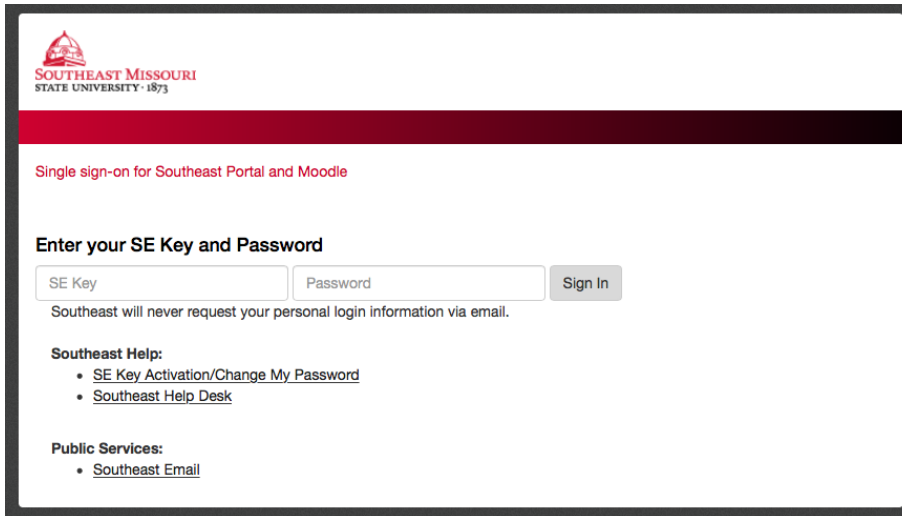


## FACULTY/STAFF INSTRUCTIONS FOR UPDATING AND ADDING SE ALERTS CONTACT INFORMATION

The SE Alerts emergency notification system will be used to keep you informed during emergencies that occur close to or on our campuses.

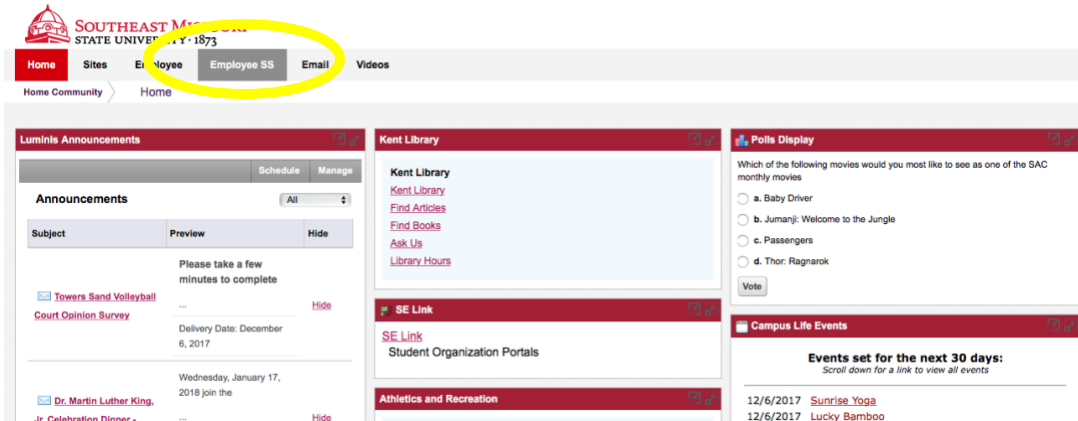
The University places a high priority on communicating emergency information. By providing this information, employees are ensuring the most current and correct information is on file for use.

1. Log in to [portal.semo.edu](http://portal.semo.edu).



The screenshot shows the login page for the Southeast Missouri State University portal. At the top left is the university logo and name. Below it, a red banner contains the text "Single sign-on for Southeast Portal and Moodle". The main heading is "Enter your SE Key and Password". There are two input fields: "SE Key" and "Password", followed by a "Sign In" button. Below the input fields, a note states: "Southeast will never request your personal login information via email." Underneath, there are two sections: "Southeast Help:" with links for "SE Key Activation/Change My Password" and "Southeast Help Desk"; and "Public Services:" with a link for "Southeast Email".

2. Select the 'Employee SS' tab.



The screenshot shows the navigation menu of the Southeast Missouri State University portal. The "Employee SS" tab is highlighted with a yellow circle. The menu includes: Home, Sites, Employee, Employee SS, Email, and Videos. Below the navigation menu, there are several content widgets: "Luminis Announcements" with a table of announcements; "Kent Library" with links to Kent Library, Find Articles, Find Books, Ask Us, and Library Hours; "Polls Display" with a poll about movie preferences; "SE Link" with a link to Student Organization Portals; "Athletics and Recreation"; and "Campus Life Events" with a list of events for the next 30 days.

Subject	Preview	Hide
Towers Sand Volleyball	Please take a few minutes to complete	Hide
Court Opinion Survey	Delivery Date: December 6, 2017	Hide
Dr. Martin Luther King, Jr. Celebration Dinner -	Wednesday, January 17, 2018 join the	Hide

Which of the following movies would you most like to see as one of the SAC monthly movies

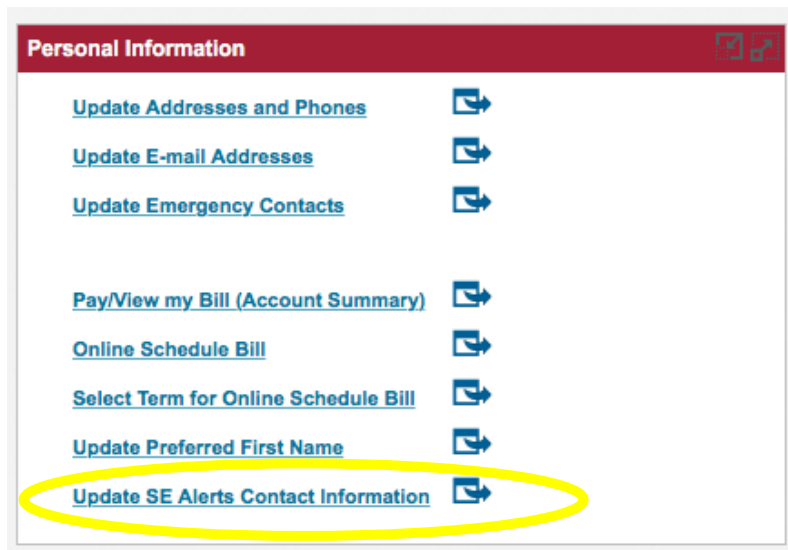
- a. Baby Driver
- b. Jumanji: Welcome to the Jungle
- c. Passengers
- d. Thor: Ragnarok

Vote

Events set for the next 30 days:  
Scroll down for a link to view all events

- 12/6/2017 Sunrise Yoga
- 12/6/2017 Lucky Bamboo

3. Select the 'Update Emergency Notification Phone Numbers' link in the Personal Information box.



4. Verify the current mobile number the University has on file to send you SE Alerts text messages. SE Alerts do not impose a separate charge for text messages, however your mobile carrier's message and data rates may apply depending on the terms and conditions of your mobile phone contract. Please contact your mobile service provider about such charges.

## SE Alerts Settings

Emergency alerts are sent via text messaging to your cell phone to give you the most timely information. Depending on the type of alert if you do not acknowledge receipt of the text message, you may also receive a voice message.

Current Number to Text:

*If you prefer, you may designate a different cell phone number than the one listed above.*

Override Number to text      Area Code       Phone Number  -

5. If this number is incorrect, or you prefer to receive SE Alerts text messages on a different mobile phone, input a new number in the 'Override Number to text section.'

## SE Alerts Settings

Emergency alerts are sent via text messaging to your cell phone to give you the most timely information. Depending on the type of alert if you do not acknowledge receipt of the text message, you may also receive a voice message.

Current Number to Text:

*If you prefer, you may designate a different cell phone number than the one listed above.*

Override Number to text      Area Code       Phone Number  -

- SE Alerts will always be sent to your Southeast email address (sekey@semo.edu). You may also designate up to four additional email addresses to receive SE Alerts. These can include a personal email address or the email address of a spouse, parent, guardian or family members. To ensure these personal addresses receive SE Alerts emails, it is recommended to add sealerts@newlist.semo.edu to your safe sender or contact list.

---

Your Southeast email address (sekey@semo.edu) will always receive alerts. You may also designate up to four additional email addresses to receive alerts. These might include a personal email address or the email address of a spouse or parent/guardian/family member who would also like to receive alerts.

Additional email address #1:   
Additional email address #2:   
Additional email address #3:   
Additional email address #4:

---

- You may opt-out of receiving SE Alerts text messages, however this is not recommended.

- Click 'Save Changes'

## SE Alerts Settings

Emergency alerts are sent via text messaging to your cell phone to give you the most timely information. Depending on the type of alert if you do not acknowledge receipt of the text message, you may also receive a voice message.

Current Number to Text:

*If you prefer, you may designate a different cell phone number than the one listed above.*

Override Number to text      Area Code       Phone Number  -

---

Your Southeast email address (sekey@semo.edu) will always receive alerts. You may also designate up to four additional email addresses to receive alerts. These might include a personal email address or the email address of a spouse or parent/guardian/family member who would also like to receive alerts.

Additional email address #1:   
Additional email address #2:   
Additional email address #3:   
Additional email address #4:

---

You may opt-out of receiving alerts via your phone; however, this is not recommended.

Opt out of both voice and text messages:

Messages and notices will be sent that include information that pertains to the Cape Girardeau, Sikeston, Malden and Kennett campuses. SE Alerts text messages are a free service provided by Southeast Missouri State University. SE Alerts do not impose a separate charge for text messages, however your mobile carrier's message and data rates may apply depending on the terms and conditions of your mobile phone contract. Please contact your mobile service provider about such charges.

---

The emergency alerts system also provides a mobile app that is available for both Apple and Android devices.

In addition to receiving emergency alerts, you can use the mobile app to notify campus police if you witness a crime or a potential crime or to provide information on a current alert.

[Everbridge Mobile App Installation](#)

[Everbridge Mobile App Usage Guide](#)



**For more information about Southeast's University  
Emergency Procedures, visit [semo.edu/dps](http://semo.edu/dps)**

**For more information about the SE Alerts emergency notification system, visit [semo.edu/alerts](https://semo.edu/alerts)**

## **ADDITIONAL RESOURCES**

UNIVERSITY POLICE: 573.651.2215