

Emergency Alert - Portal

Go to today.salve.edu and click on “Portal Login”

Generally, your username will be your first name and last name in this format “**firstname.lastname**”, However, check the letter you received from the *Office of Information Technology* to be certain. Your temporary password will also be included in this letter.



If there is a Security section, you can choose “*This is a public or shared computer*” or “*This is a private computer*”. Choose accordingly.

If this is the first time logging in to the Portal, you will be prompted to change your password.

NOTE: Never give your password out. No one from IT will ever ask for your password, either on the phone or by email.

My Information is the area where you find information pertaining to your academic career at the university, including;

- User Account
- Student Financial Information
- Student Communication
- Registration
- Academic Profile
- Advising Guides
- Final Exams
- Schedule
- Community Service
- Student Housing

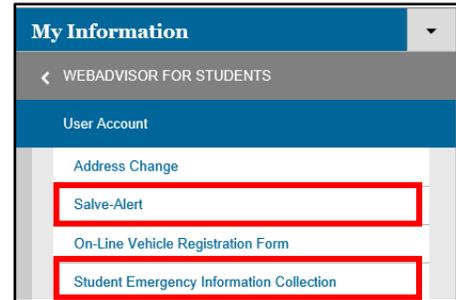


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To update your *Salve-Alert* and *Student Emergency Information Collection*, click on *WebAdvisor for Students > User Accounts*, and choose either one.

For *Salve-Alert*, type in your cell phone number. Scroll down and click on *Update*.

For *Student Emergency Information Collection*, type in the *Personal Emergency Contact Information and Missing Person Contact Information*. Scroll down and click on *Submit*. A contact might be someone like a parent or guardian. You can change this information online at any time.



Example: *User Account > Salve-Alert*

Salve Alert

ENS
Emergency Notification System
SALVE REGINA UNIVERSITY

What is it?

An Emergency Notification System designed to reach all students, faculty, and staff using voice, e-mail or to broadcast vital information in the case of an emergency situation or for severe weather-related advice.

What do I have to do?

In order to provide this service, we request that you submit your current mobile number using the form below. The safety of the Salve Regina community is always our first priority and your cooperation is appreciated.

Mr. William H. [Name] [email]
Mobile Phone Number: [Area Code] [Number] [Update]

Thank you for participating.

Example: *User Account > Student Emergency Information Collection*

Personal Emergency Contact Information

The information you provide below will be used to contact the individual you designate to inform major health or safety issues. NOTE: International telephone numbers may be entered below number exactly as it would be dialed from the U.S.

Who should we contact in the event of a personal emergency?

Contact Full Name* [John Doe] Contact Relationship* [Parent]

Contact Daytime Phone* [999-999-9999] Contact Cell Phone [999-999-9999]

Contact Email Address [jdoe@salveunet.net]

Verify Personal Emergency*

I have reviewed this Personal Emergency Contact Information section.

Missing Person Contact Information

Logging off. In order to protect your information, please be sure to log off of your Portal account when you are done. **Failure to take necessary precautions could result in confidential information being compromised.** To log off click on your name on the top, upper right hand side of the screen. When the menu opens, select “*Sign Out*”

