

INFORMACAST GUIDE - PROFILE UPDATE

Note: This guide is provided to help you update your profile in Informacast to add phone devices or email addresses. The guide is in two parts: A text guide check list and a visual guide.

Please email emergencyprep@chemeketa.edu if you need a virtual walkthrough.

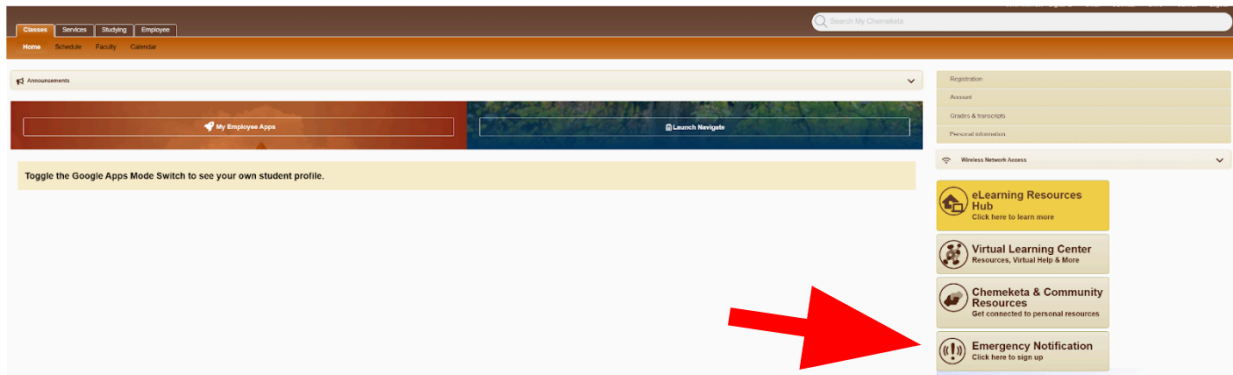
Text Guide:

Step	Action
1	Sign into Informacast <ul style="list-style-type: none">- Link Informacast- Single Sign on - Look for Emergency Notification button on left side- Public Safety on Chemeketa.edu - Look for "Sign Up" button on right side
2	Use your my.chemeketa.edu to sign into Informacast (example student1@my.chemeketa.edu)
3	Click profile button in upper right corner of screen <ul style="list-style-type: none">- Look for white circle with a blue head and shoulders icon
4	Click Profile
5	Click + Add User Device
6	Click User Device Down Arrow to see the Drop Down Menu
7	Select the device you want to add (SMS, Phone Call, Email) <ul style="list-style-type: none">• If adding Phone, Add Number• If adding number for text choose SMS (Simple Message System) to add phone number
8	Select Name (Mobile, Home, Work, Main, Other)
9	Make sure the Enable Device Toggle Switch is in blue with switch to right
10	Click Save
11	If you want to Edit or Delete a device, click the Pencil or Trash Can icon

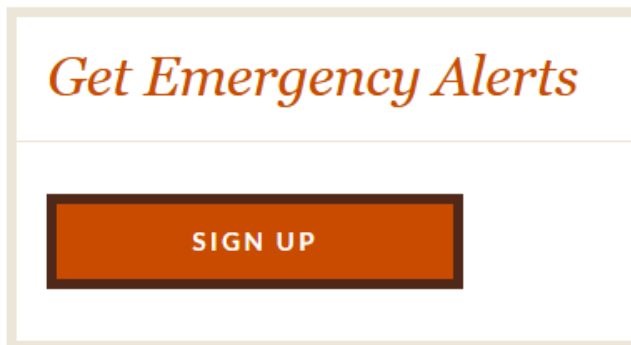
Visual Step-By-Step Guide

1 - Sign Into Informacast using one of these options:

- Single Sign On



- Public Safety <https://www.chemeketa.edu/about/parking-public-safety/>
 - Click "Sign Up" button



access card. Keys and access card

The Chemeketa Public Safety Off individuals. Call **503.399.5023** for

Access to buildings at community

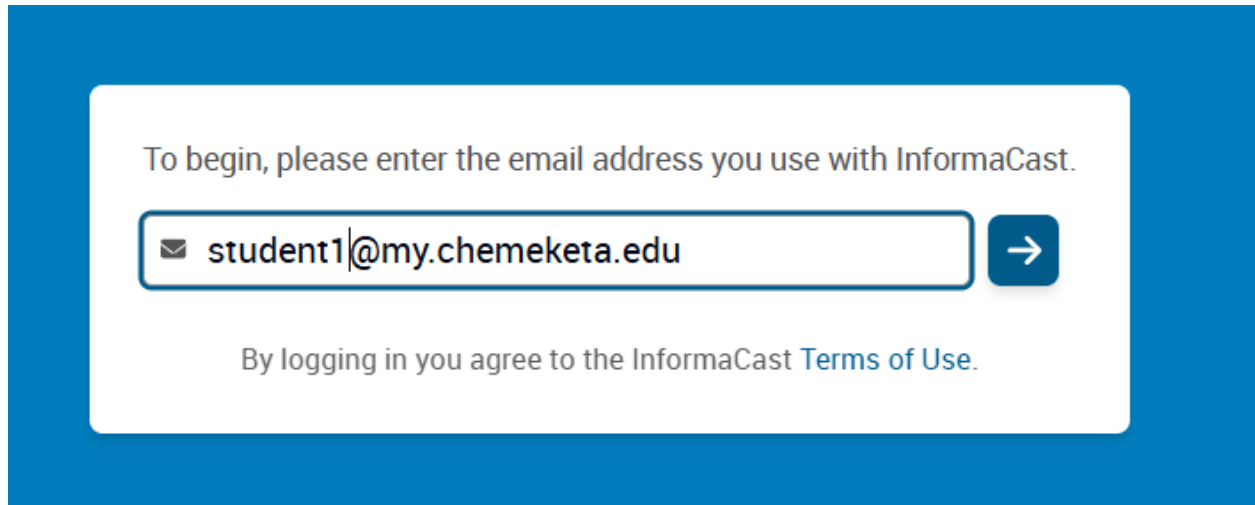
Other Services

- Safety escorts
- Battery jumps
- Lost and found

- [Informacast](#) - Use this link

2 - Use your student email (my.chemeketa.edu) to sign in Informacast:

- Use your Student Login for @my.chemeketa.edu, use your short name email, not first.last



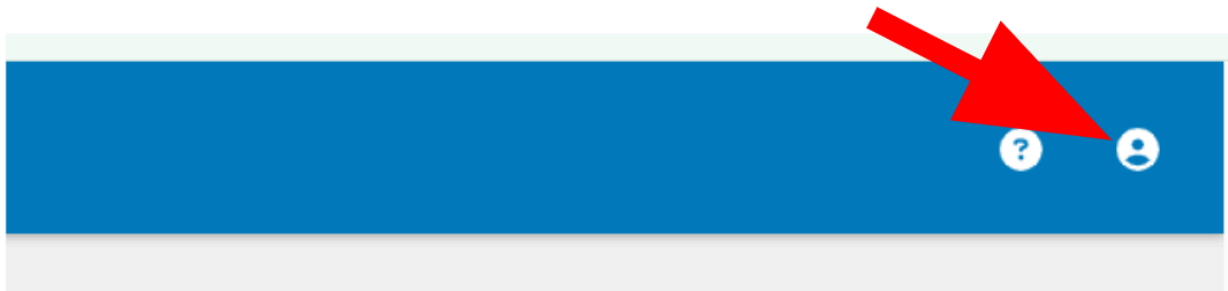
To begin, please enter the email address you use with InformaCast.

✉ student1@my.chemeketa.edu →

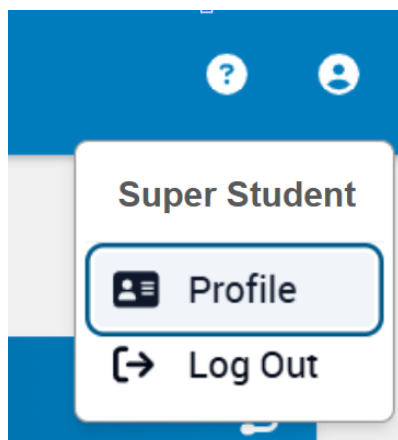
By logging in you agree to the InformaCast [Terms of Use](#).

3 - Click the Profile button in upper right corner of screen:

- Look for the Profile Button (icon of head and shoulders)



4 - Click the word Profile:



5 - Click the + Add User Device


 + Add User Device

6 - Select the down arrow to select the type of device you want to add.

Registered Devices and Locations

User Devices

Device Type

Select... 

SMS

Phone Call

Email

Name

Select...

☒ Enable Device

7 - Enter Information for device you want to add (examples)

- Text Example

Registered Devices and Locations

User Devices

Device Type

SMS



Phone Number

5035551212

Name

Other

☒ Enable Device

 Cancel  Save

- Email Example

Registered Devices and Locations

User Devices

Device Type

Email

Email

studenthome@email.com

Name

Other

☒ Enable Device

[X Cancel](#) [✓ Save](#)

8 - Click Save







☒ Enable Device

[X Cancel](#) [✓ Save](#)

To Edit or Delete Device

- Click Pencil icon to edit
- Click Garbage Can icon to delete

[View Change History](#)

Name	Status ?	 	
Work	✓ Enabled	 	 
Mobile	✓ Enabled		