AAU Campus Safety Text Alerts Sign Up Procedure:

If you would like to receive AAU safety alerts to your email and or cell phone, you can subscribe to the service as follows. You’ll need a PC and your cell phone to complete this procedure.

1) Go to [http://alerts.academyart.edu](http://alerts.academyart.edu) using your favorite internet browser.

2) Click on the "Sign up to Receive Alerts" button.

3) On the “Register To Receive Alerts” screen, you will be asked for your email address, first name, last name, and a password. Fill in each of these items and then click the "Subscribe" button. You will be asked to agree to the terms and conditions. Read the Terms of Service and then click the "I Agree" button if you wish to continue.

The following message will then be displayed:

'Your account has been created for the alert system. Please check your email or mobile device for the activation code and instructions to activate your account.

Thank you for using the alert system. Please note, that for security reasons, separate and unique activation codes will be sent to both your email and mobile device.'

Exit the browser at this point. **Do not click the Activate button here.**

4) You will receive an email within 30 minutes that looks as follows from AAU with a subject of Alert Subscription Confirmation.
Your subscription activation code is: XXXX

Click here to activate your account

Or

copy the following link and paste it in to the address bar of your browser

http://alerts.academyart.edu/emailActivationAction.do?emailId=youremail@yahoo.com&activationCode=XXXX&userId=##

Activate your account subscription by clicking on the "Click here to activate your account" hyperlink in the email message.

5) You will then be automatically routed to the Sign In screen URL with Email address/Account name filled in.
   You will see a message on the screen 'Your account has been activated. Please sign in.'
   Enter the password for your account created in step 3 above and click the "Login" button.

6) Click the "Subscription Detail" tab.

7) Click the "Mobile Device" tab.

8) Click the "Add a new mobile number" hyperlink.

9) Use the pull down button to choose your cell phone service provider in the Select a Provider field.
   Enter your cell phone number. Click on the "Save all" button.
10) You'll then see the following message on the Subscription screen.

'Mobile account was created: Please check your mobile inbox for the Account activation code.
Account updated successfully.'

You also notice the following message scrolling across the screen.

'NOTICE: The following account(s) require validation: yourcellphonenumber@txt.serviceprovider.net'

Click on the "<Return to Home Page>" hyperlink.

11) You will receive a text message to your cell phone with your mobile device activation code.

12) Click the "Subscription Detail" tab on the browser screen.

13) Click the "Mobile Device" tab.

14) You'll see the following message scrolling across the screen.

NOTICE: The following account(s) require validation: yourcellphonenumber@txt.serviceprovider.net

You'll see the service provider and your cell phone number that you entered in step 9 filled in.

Click the "Activate" button.

You'll see a field open up for you to enter the case sensitive activation code you received to your cell phone in Step 10. This is not the same activation code as the account activation code sent to your email in Step 4 above.
Enter the case sensitive activation code and press the "Submit code" button.

15) Click the "Send Test" button and you'll receive a 'Test message from alert system' text message.

16) Exit the internet browser.

Changes cell phone/SMS service providers.

If you change your cell phone/SMS service provider after you have already subscribed to the service using the steps above, you must do the following to continue receiving text alerts.

Text EZAAU to 313131

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Canceling AAU Campus Safety Text Alerts Subscription:

If you no longer want to receive AAU Safety Alerts, you can unsubscribe to the service as follows.

1) Go to http://alerts.academyart.edu using your favorite internet browser.
2) Click on "Sign in for returning users"
3) Login using the email you subscribed with and the password that you set when you signed up.
   If you forgot the password, click on forgot password link and the password will be sent to the
   email that you wish.
4) Click on "Subscription Detail"
5) Click on "Unsubscribe"
6) Confirm that you want to unsubscribe when prompted.