

Rhodes Alert "How To" Instructions



Rhodes State College has partnered with One Call Now to help keep you informed of emergency and critical information on campus. One Call Now is an emergency notification system that delivers your message via voice, email, and text.

How to sign up to receive emergency notifications:

- As a Rhodes State employee, you will automatically receive email and voice messages to office phone and primary phone number on file within Banner.
- As an OSU employee, you will automatically receive an email and a voice message to office phone.
- As a student, you will automatically receive an email and a voice message to primary phone number on file, unless you indicated to keep your directory information confidential.
- A student, who is "confidential", must register via STARS Online to grant permission for receiving emergency notifications. If you are "confidential", it will appear under the welcome bar in the personal information tab in STARS.
- In addition, you can also receive a text message but need to register at www.RhodesState.edu/alert.

How to opt-in for "Confidential" Students:

- Go to <u>www.rhodesstate.edu</u>
- From the Quick Links Menu, select the STARS Online link.
- Choose "Click Here to Proceed to STARS Online." Choose "Enter Secure Area" and enter your User ID and PIN.
- If you are "confidential", it will appear under the welcome bar in the personal information tab.
- Choose "Personal Information" from the Main Menu.
- Choose "Emergency Notification System Opt-In/Out". (Option unavailable if you are not marked as "confidential")
- Select "Opt-In" and press "Submit"

How to check your primary phone number on file:

- Go to www.rhodesstate.edu
- From the Quick Links Menu, select the STARS Online link.
- Choose "Click Here to Proceed to STARS Online." Choose "Enter Secure Area" and enter your User ID and PIN.
- Choose "Personal Information" from the Main Menu.
- Select "View Addresses and Phones".
- To modify your information:
 - o If you are an employee, please contact Director of Human Resources (419-995-8302)
 - If you are a student, please perform the following steps:
 - Select "Update Addresses and Phones".
 - In the "Type of Address to Insert" drop-down box, select "Web Updated Address Change" and press "Submit".
 - Scroll down to the "Primary Phone Number for this Address".
 - Enter your area code and phone number, and then press "Submit".

How to add phone numbers and email addresses: Up to three additional phone numbers and email addresses can be added.

- Go to Security & Safety notification website at <u>www.RhodesState.edu/alert</u>.
- Click on the Family Profile link.
- Log in by entering your last name and primary phone number.
- Once logged in, enter additional phone numbers and email addresses as needed.
- To save, press "submit".

How to opt-in to receive text messages:

- You must first supply your cell phone by following the instructions in the step above.
- Once your cell number has been added, text "Alert" to 22300 from your cell phone.
- You will receive a text message from 22300 stating "Thanks".

How to opt-out: You can opt-out of one or more message delivery methods (email, voice, or text) by following the instructions given at the end of the delivered message.

How to opt back in: You will have to contact One Call Now's support line at 877-698-3262.

Who to contact with additional questions: Contact the help desk at 419-995-8069.