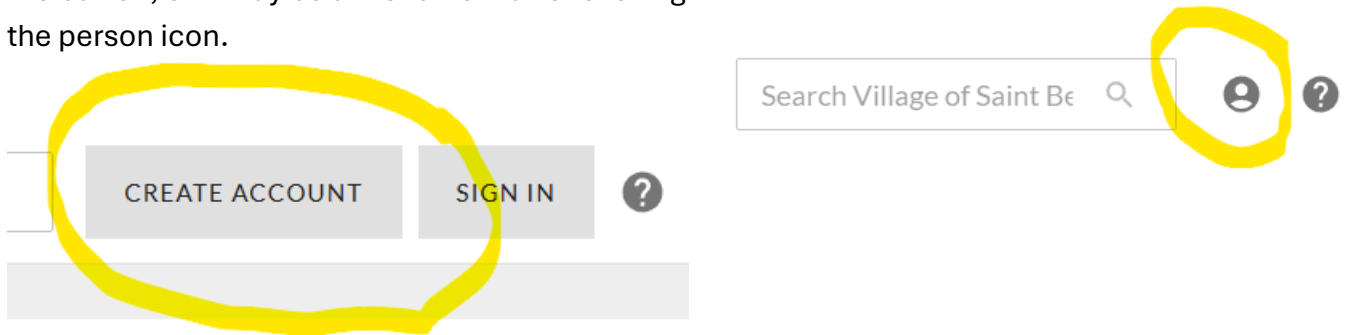




Sign Up for the Village of St. Bernard Notification System

1. Navigate to <https://public.alertsense.com/SignUp/?regionid=2342>. Note that as of this version of the instructions, signups from mobile phones were not working properly. **PLEASE USE A DESKTOP OR LAPTOP COMPUTER.**
2. Click “Create Account” in the top right of the window. Depending on your screen size you may see the button, or it may be a menu item after clicking the person icon.



3. You can choose to create an account with your email and a password just for this site, or you can log in via one of the other account providers.

Create a New Account

Email

First Name

Last Name

Your password must be at least 8 characters in length and contain characters from both of the following categories:


- English characters (a through Z)
- Base 10 digits (0 through 9)


Password


Confirm Password


OR

Use Another Service to Create an Account

 SIGN UP WITH APPLE

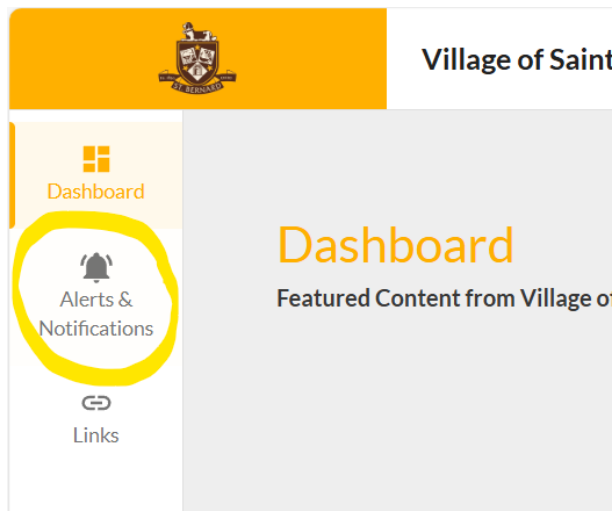
 SIGN UP WITH FACEBOOK

 SIGN UP WITH GOOGLE

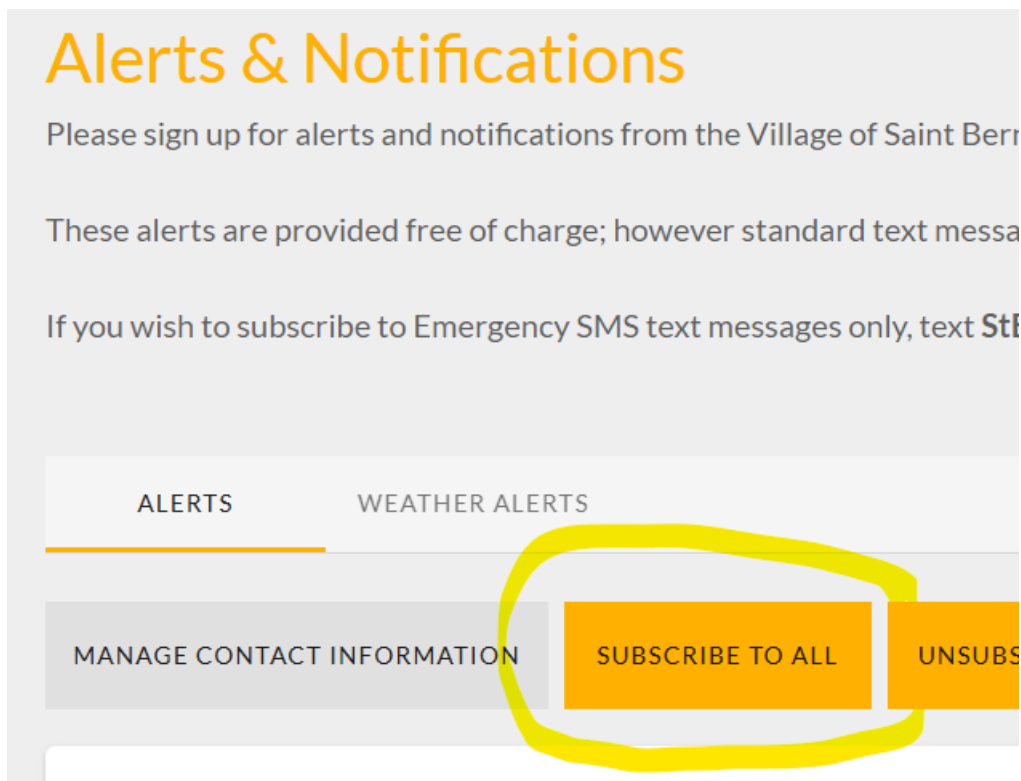
 SIGN UP WITH MICROSOFT (PERSONAL)

4. Once you've created your account, you may need to verify your email address in order to continue the registration process.

5. Once you've made it to the St. Bernard Dashboard, select "Alerts & Notifications" in the left hand menu.



6. Select “Subscribe to All” to add the “Emergency Alerts” and “Announcements” groups.



7. On the “Email” step, you can decide whether you would like to only receive email alerts, or if you would also like to receive text messages or phone calls.

Manage Contact Information ×

☒ Email — ☐ 2 Phone Number — ☐ 3 Phone Verification — ☐ 4 Location — ☒ Language — ☐ 6 Review Your Information

Email

Alerts will be sent to the email address associated with your profile.

Email Address

csauer@cityofstbernard.org

If you need to update your provided information, you can do so from [Account Service](#)

8. If you choose to add a phone number, you will be asked to provide a name for the number (e.g. Cell Phone), the phone number, and whether you would like to use this number for text messages (i.e. SMS), voice calls, or both. You can also add additional phone numbers if you wish.

Add Phone Number

Communication Options*

☐ SMS / text messages ☐ Voice calls

Phone Number Label

Phone Number 1

Phone Number *

☒ This is my Default Phone Number

SAVE CHANGES

CANCEL

9. Once you have entered at least one phone number you need to select which number to use for SMS and voice messages or a phone number for only voice messages.

Phone Number

Please select your number in the dropdown menus to subscribe. Text Message &

Mobile and Voice Alerts

Cell Phone

Please select a phone number from the dropdown

This number requires support of SMS/Text messages - This number is required to receive weather alerts

Cell Phone 2/Pager

Please select a phone number from the dropdown

This number will only receive SMS/Text messages

Voice Alerts

Home Phone

Please select a phone number from the dropdown

This number is required to receive weather alerts

10. If you have selected a phone number for SMS messages, you will need to verify it by sending a one-time password via text and entering it into the portal. Press the “Send Verification Code” button to send the code to your phone.

✓ Phone Number — 3 Phone Verification — 4 Location — ✓ Language — 6 Review Your Information

e Number Verification

in receiving alerts, you will need to verify the cell phone number you have provided below. You will receive a with a one time passcode.

4

✗ Not Verified

SEND VERIFICATION CODE

11. After verifying your phone number and clicking “Next”, you have the ability to add an address to your account. This will allow the village to send messages that are targeted to your specific home, business, or other location. Examples of these targeted messages include utility outages, road work, and public safety issues.

Manage Contact Information

✓ Email — ✓ Phone Number — ✓ Phone Verification — 4 Location — ✓ Language

Address/Location

To proceed, an address is needed. Please add a new one by clicking on the button below.

+ ADD NEW ADDRESS

12. You can use Google Maps search to find your location, or simply type your address into the boxes provided and click “Save Changes”.

The form consists of several input fields and two buttons. At the top is a 'Country' dropdown menu with 'United States' selected. Below it is a 'Search Google Maps' text input field with a search icon on the right. Underneath are two more text input fields labeled 'Address 1' and 'Address 2'. At the bottom right are two buttons: 'SAVE CHANGES' and 'CANCEL'.

13. Once you have added an address, you must select it as the location the notification system will use for determining which messages to send. Click the circle next to “Address 1” to select it.

Address/Location

Please select from your current



Address 1

14. After clicking “Next”, you’ll be presented with options for written and spoken languages. The Village of St. Bernard currently only supports English for both options.
15. After clicking “Next”, you will be presented with a summary of your selections and entered data. If there are any errors, you can use the “Previous” button to make corrections. Once you have confirmed all the entries, please select “Save and Complete” to finish your setup.

Spoken Language

PREVIOUS

SAVE AND COMPLETE