

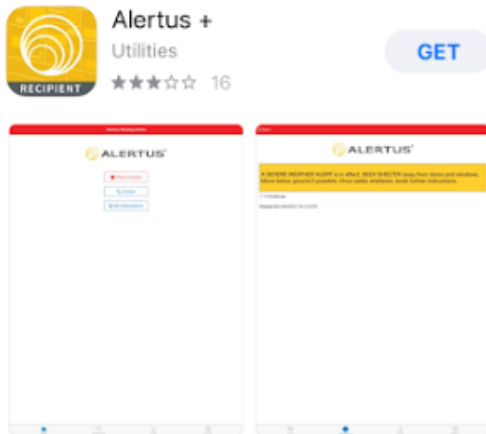
Install, Setup & Use the Alertus Recipient App

THE ALERTUS RECIPIENT APP IS FOR EMERGENCY USE ONLY.
THIS IS NOT TO BE USED FOR GENERAL HELP

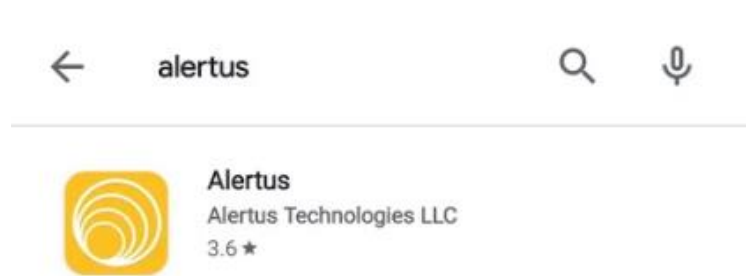
Please follow these instructions to download, install and set up & use the Alertus Recipient App

- Go to the App Store (Apple) or Google Play Store (Android) and search for: Alertus

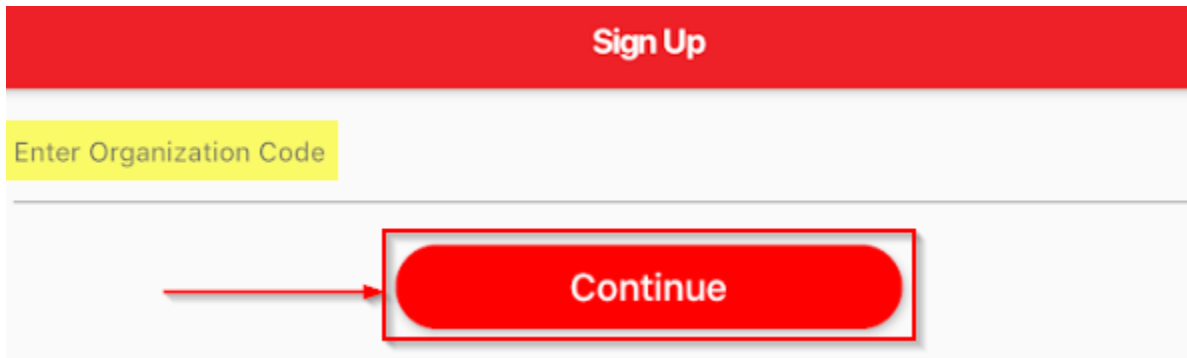
Apple App Store



Google Play Store

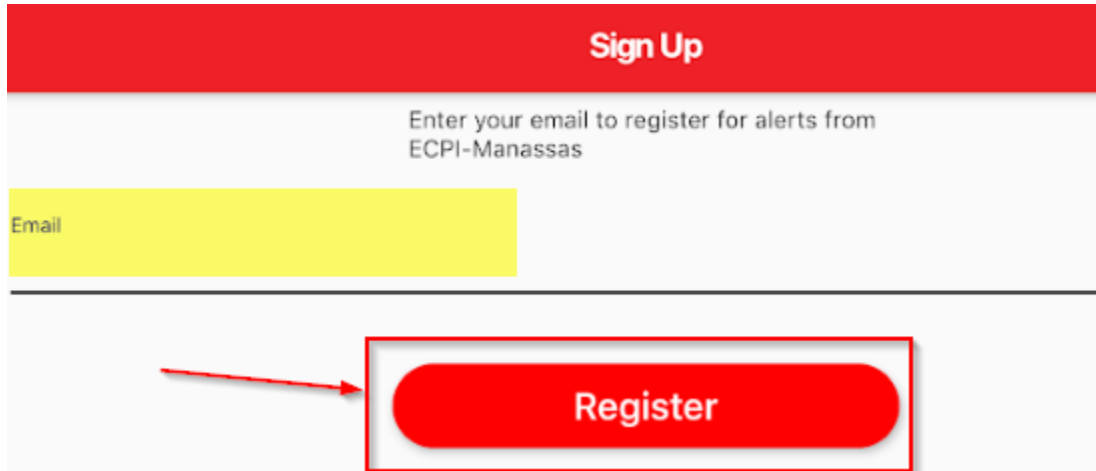


- Download & Install the Alertus App with the yellow icon
- After the app downloads and installs, open the Alertus app
- Enter the Organization Code: **NORV**
- Select Continue



Install, Setup & Use the Alertus Recipient App

- Enter your **ECPI E-mail Address**
- Select Register



Sign Up

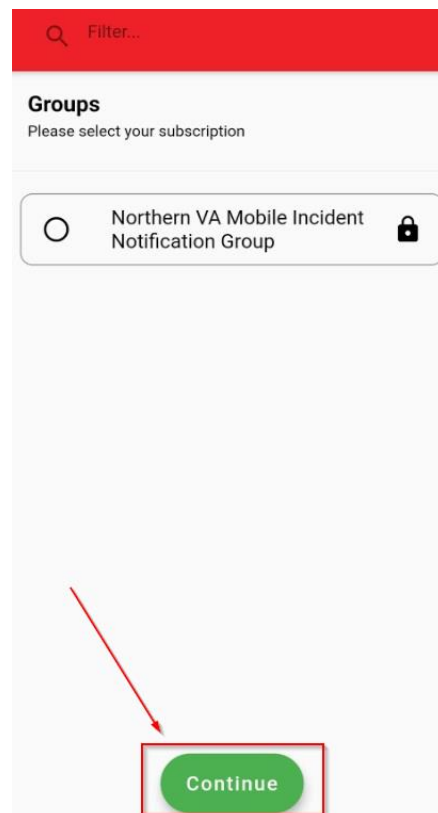
Enter your email to register for alerts from ECPI-Manassas

Email

Register

- At the next screen, select Continue

You will not be able to join the group



Filter...

Groups

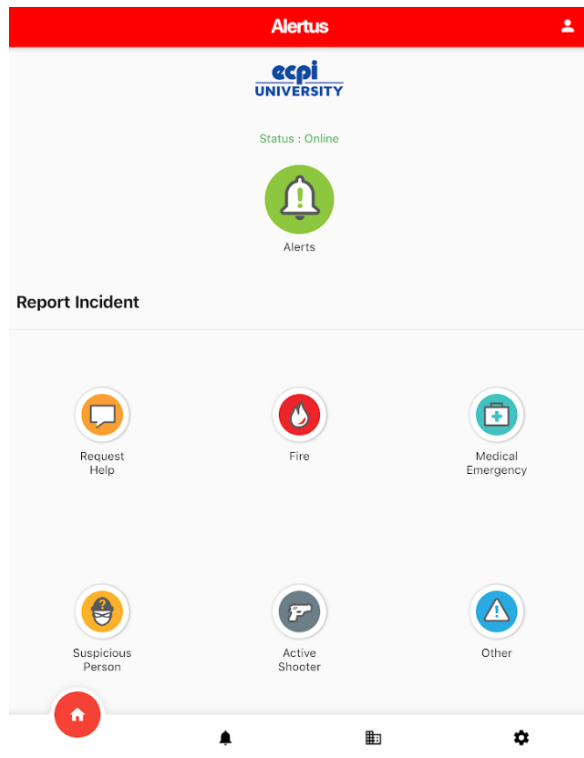
Please select your subscription

Northern VA Mobile Incident Notification Group

Continue

Install, Setup & Use the Alertus Recipient App

- You will then be at the main screen:



- After you are at the home screen go to your ECPI E-mail and click the link in the e-mail from:
noreply@mobile.alertus.com

 noreply@mobile.alertus.com 12:05 PM
To: Jesse NV-Edenhart >

Confirm your account

Hello,

Thank you for signing up for Alertus Mobile.
Please verify your account by clicking the link below.

https://mobile.alertus.com/1/apps/bAtkWjqLcONnLjvFa0IAzunc9j8qWT2mnLffAU Sd/verify_email?token=2MPpaxJFCpyF0CJPe3QRq8HjS&usern ame=user_norv

You will now be able to receive important campus alerts on your mobile device!

Using the App to Report Emergency Incidents

Reporting Incidents is only to be used for reporting emergencies.

Emergency Examples: Fire, Medical Emergency, Active Shooter, Suspicious Person

This is not for general help.

Reports will go to a few select staff and faculty members on campus.

- From the main screen, select an option.
- On the following screen you can type your message.
- In your message, include as much information as possible. If it is on campus, please specify the exact location. (Room 112, Parking Lot)
- You may add photos to your message.

