Welcome to the PTSEM Alert System

John McAloon
Director of Public Safety

START HERE

Introduction to PTSEM Alert

As a part of our campus Emergency Preparedness program, the Seminary maintains an emergency alert system

This system allows us the ability to keep our community informed of any emergency or weather-related incidents that may impact the seminary through email, text, voice, outdoor speaker, and/or computer splash screens.

Receiving Alerts

- All PTSEM emails are loaded into the system and will receive alerts automatically
- In order to receive Alert messages by text message or a phone call you must update your contact information

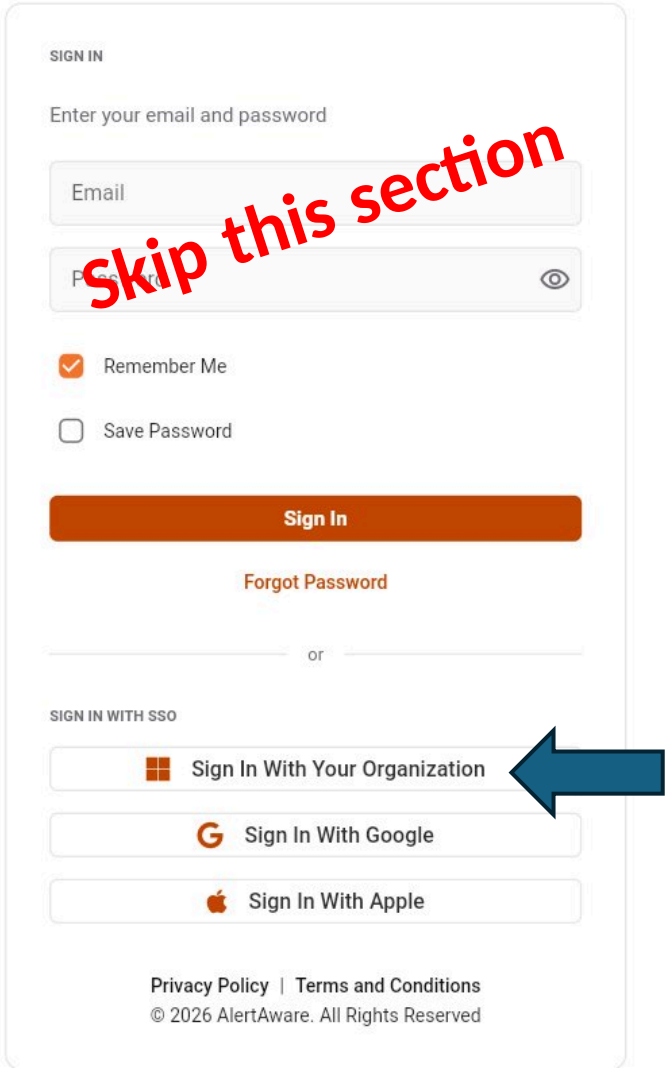
Updating Information

- To update your contact information, go the emergency preparedness web page at:
  - https://ptsem.edu/homepage/public-safety/emergency-preparedness/

- Go to the PTS Alert section and click the link to **Update Emergency Alert Contact Information**
  - If you are not logged into inside ptsem you may be directed to do so

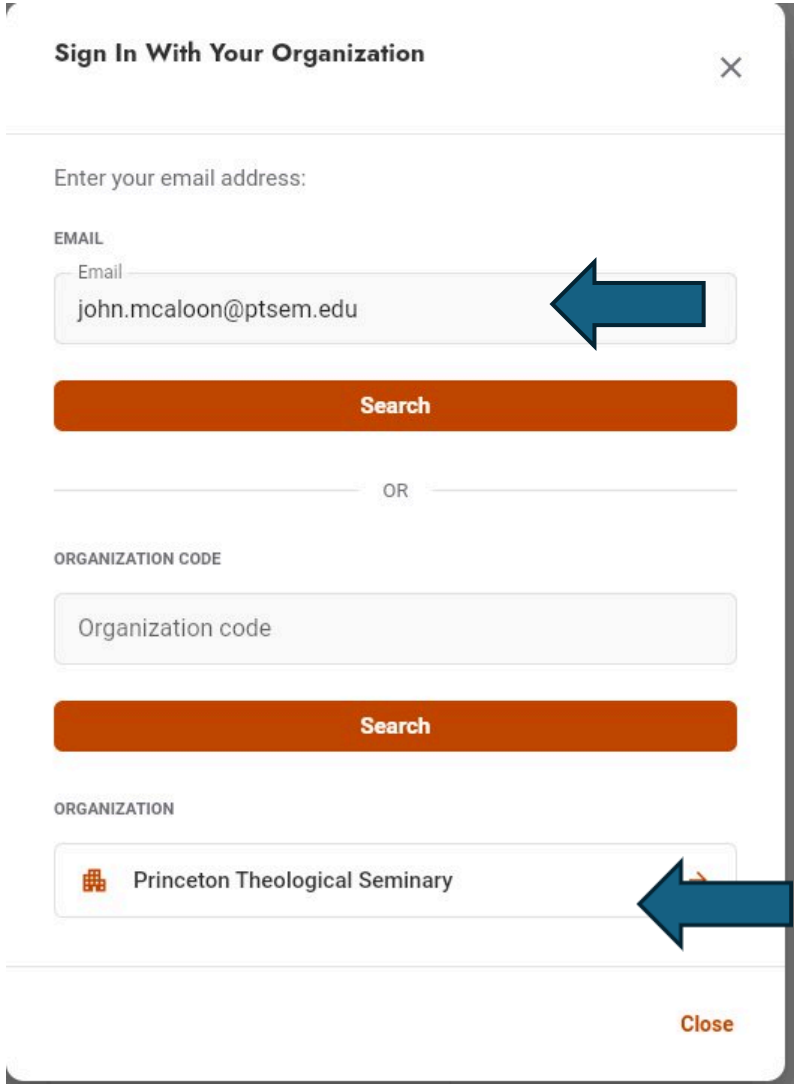
Updating Information

- This will take you to the Alertaware sign in page.
- From here scroll down to sign in with SSO
  - Do not enter your email
- Select Sign in with organization



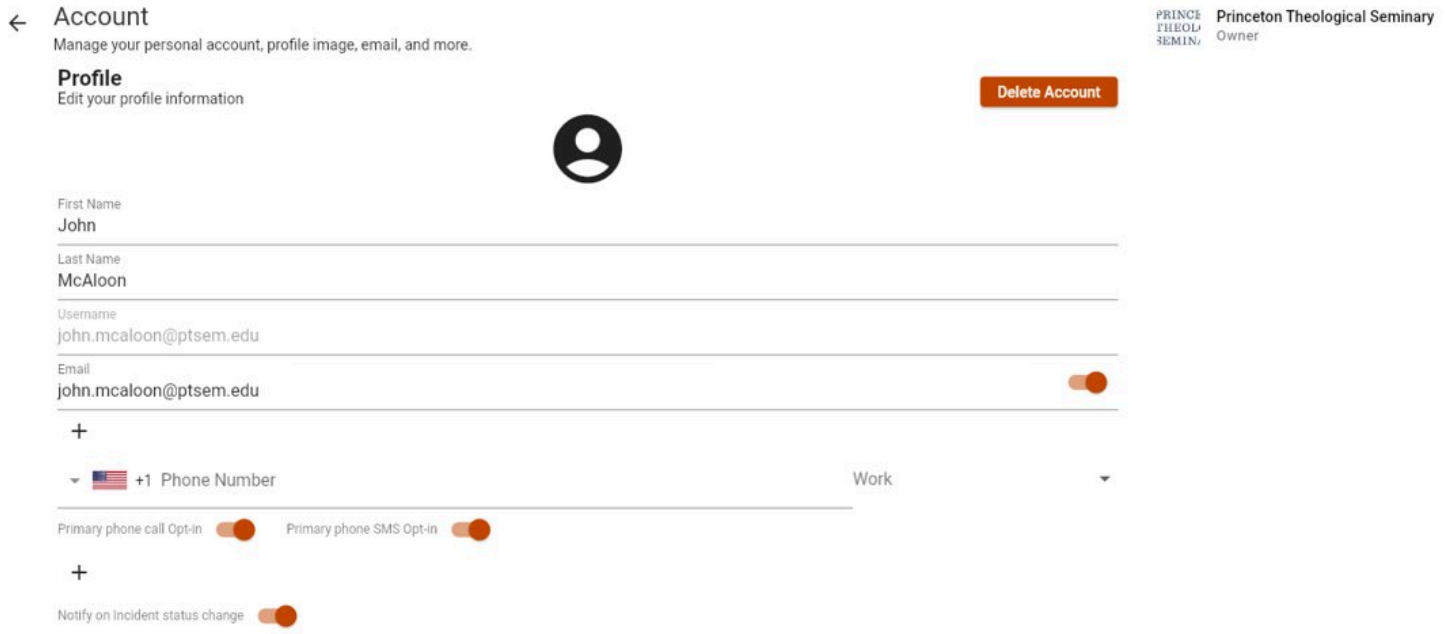
Updating Information

- Enter your PTSEM Email
- Click search
- Scroll down to bottom of page and click on Princeton Theological Seminary



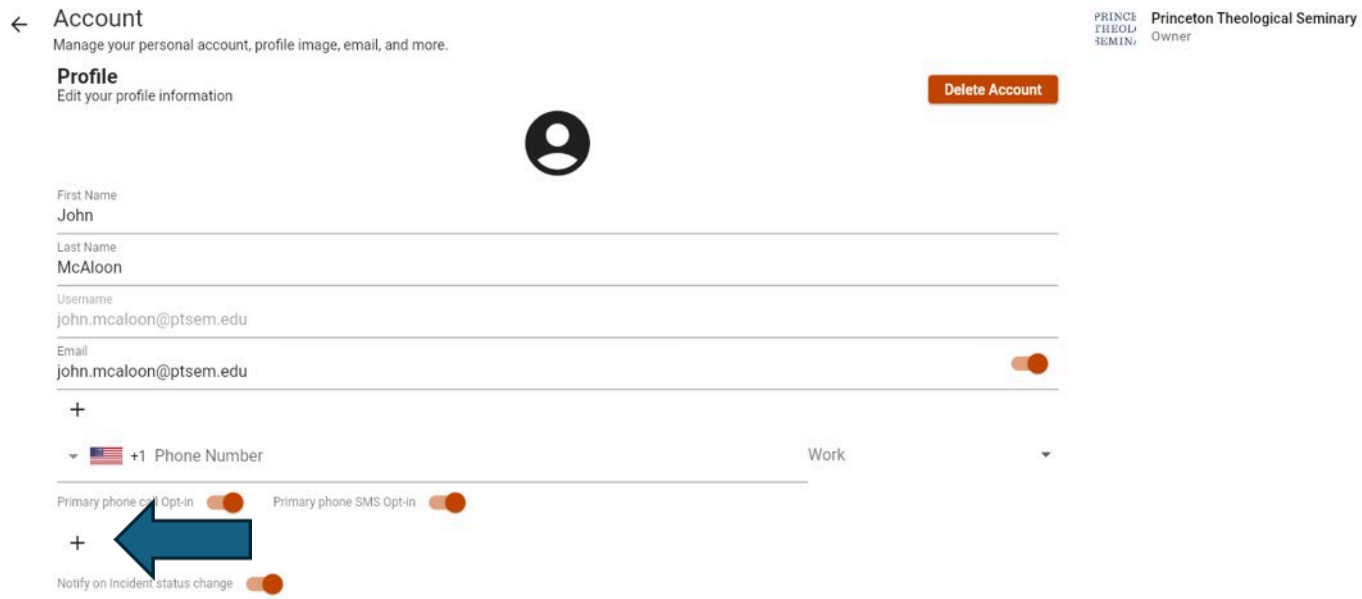
Updating Information

This should take you to your account profile



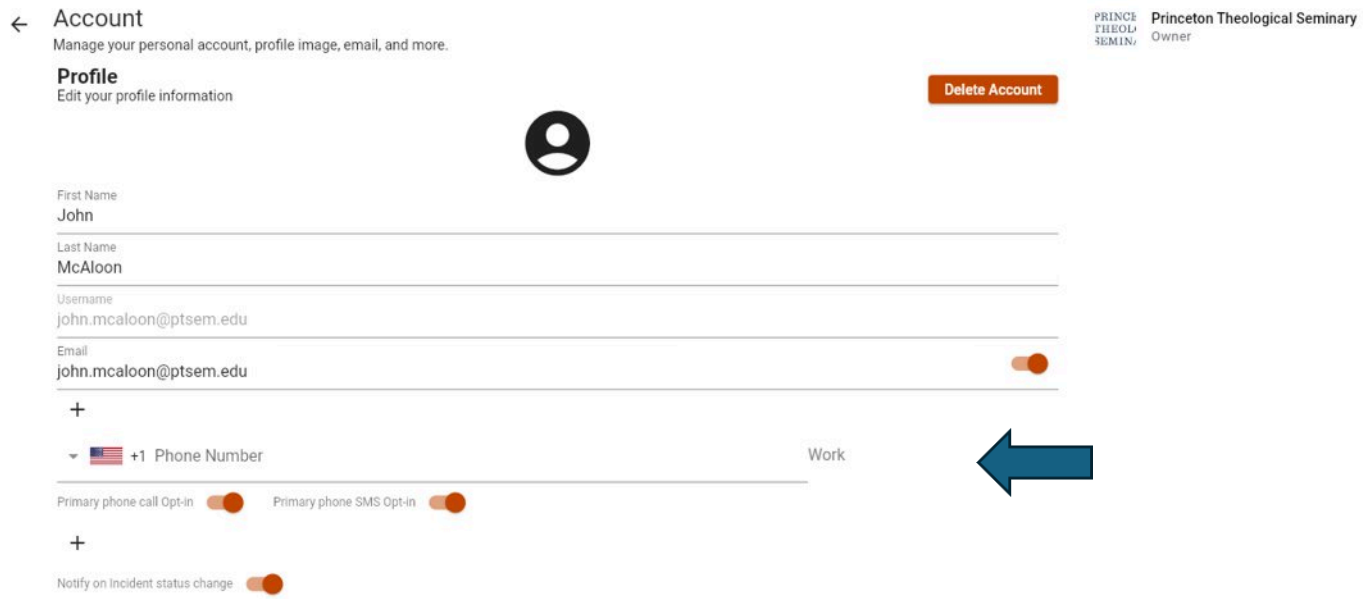
Updating Information (Employees)

- Your name, username and email already should be filled in
- For employees, the first number should be office phone
- Check office phone number for accuracy to include number type
- Use the plus symbol to add your cell number



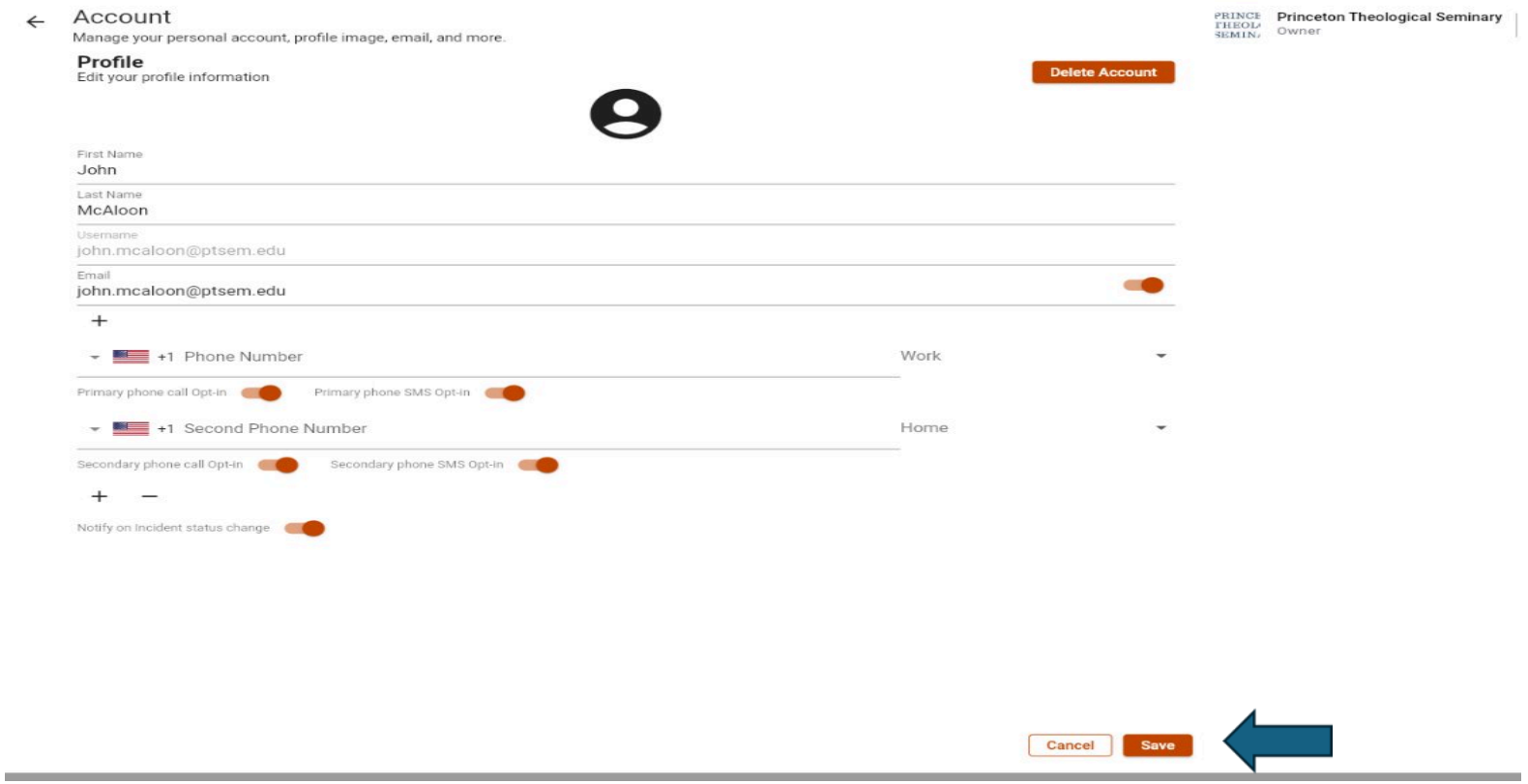
Updating Information (Students)

- For Students, the first line should be your cell number
- Students should ensure their cell number is entered correctly
- If you wish to add additional numbers press the plus button
  - You can have up to 3 numbers



Updating Information

- Once you are finished click save at bottom of page



Updating Information

- You have now updated your emergency alert contact information
- You can repeat this process to verify that all changes were saved

Adding family member to the Alert System

- We highly encourage you to add your family members to the alert system, so they are also aware of any emergencies occurring on campus
- If you would like to enroll your dependents (Spouse, children, other household members) to receive alerts, please complete the registration form at https://ptsem.formstack.com/forms/alertus_enrollment
    - Once the form is uploaded to the system, you will receive a confirmation email from Alertaware
- If you have any questions or concerns, please contact Public Safety at public.safety@ptsem.edu