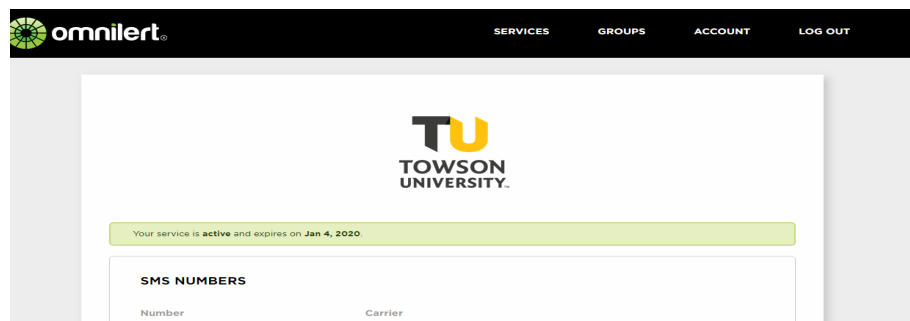


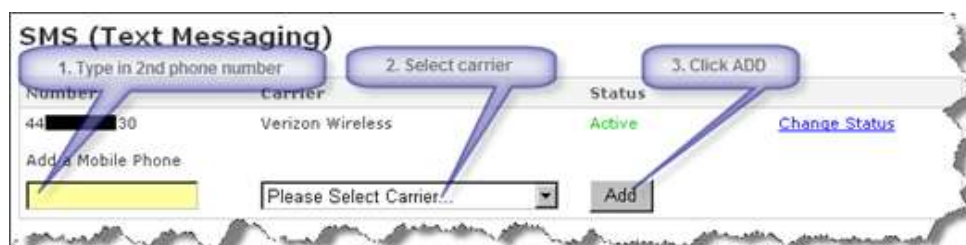
How to add a second cell phone to your account and/or sign up to receive e-mail emergency alerts in addition to text messages. **STUDENTS:** Use this method to add a parent to your account.

### **ADDING A SECOND TELEPHONE**

- a) Log in to your account.
- b) Go to the Towson University Police Website at:  
<https://www.towson.edu/publicsafety/notification/>
- c) Click on **REGISTER TO RECEIVE EMERGENCY ALERTS** on the right hand side of the screen.
- d) Click on **LOGIN TO YOUR ACCOUNT**.
- e) Type in your Omnilert User Name and Password.
- f) Click on **SERVICES** on the Dashboard Screen.



- g) Follow the steps shown below:



- h) The new cell phone just added will receive a validation code that you must type into the next screen.

**Validate Mobile Phone**

Validation code successfully sent.

We have sent you a message to your phone. When you get it, type the validation code in the box below and click "Validate".

1. Enter the validation code from your text message inbox

Validation Code:

2. Click here

Validate

[I did not receive a text message with my validation code](#)

Mobile Phone:  Verizon Wireless

Resend Validation Code

- i) A successful sign-up will result in this message on your computer.



- j) This added telephone will receive all messages the primary telephone receives.

### **SIGNING UP FOR E-MAIL OPTIONS**

Customers who opt for the e-mail delivery in addition to text messages will receive more detailed information since text messages must be limited to approximately 120 characters.

- a) Enter your e-mail address as shown.

**EMAIL**

1. Type in your full e-mail address

Add an Email

2. Click ADD

Add