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.

![Dashboard Screen](image1)

g) Follow the steps shown below:

![Text Messaging Screen](image2)

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