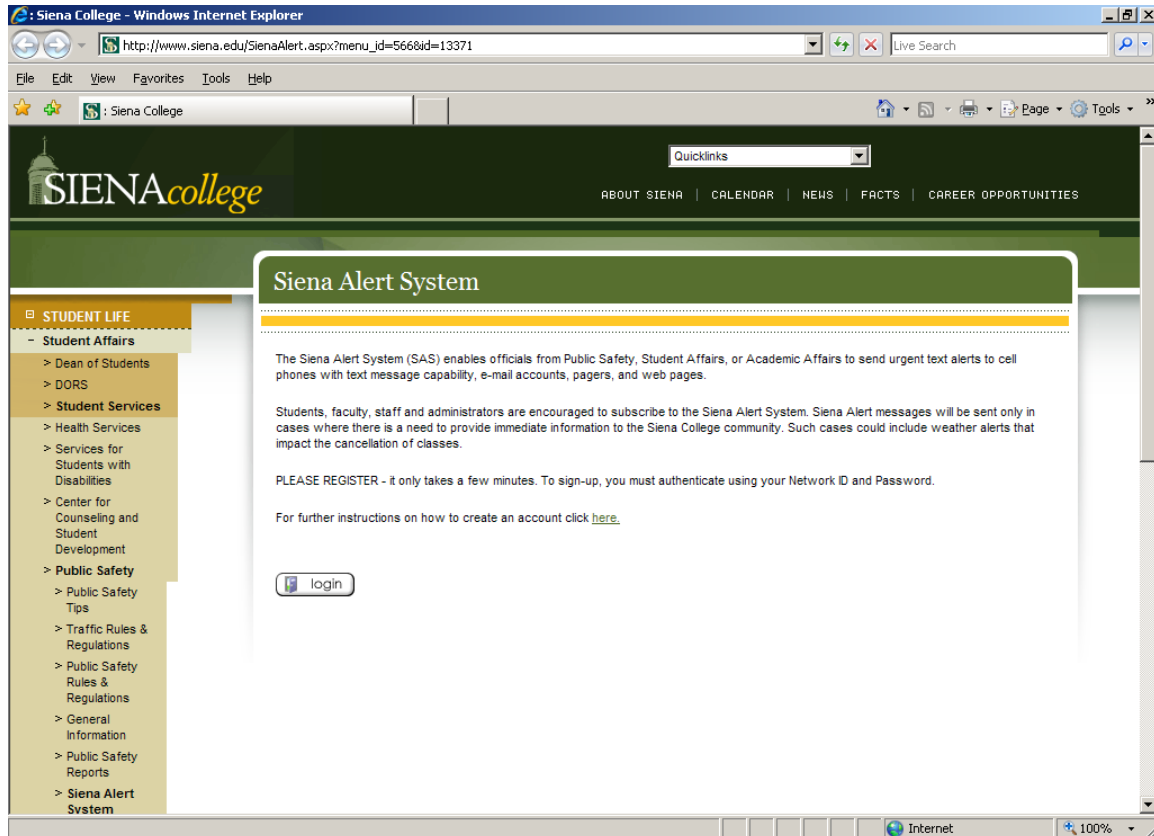
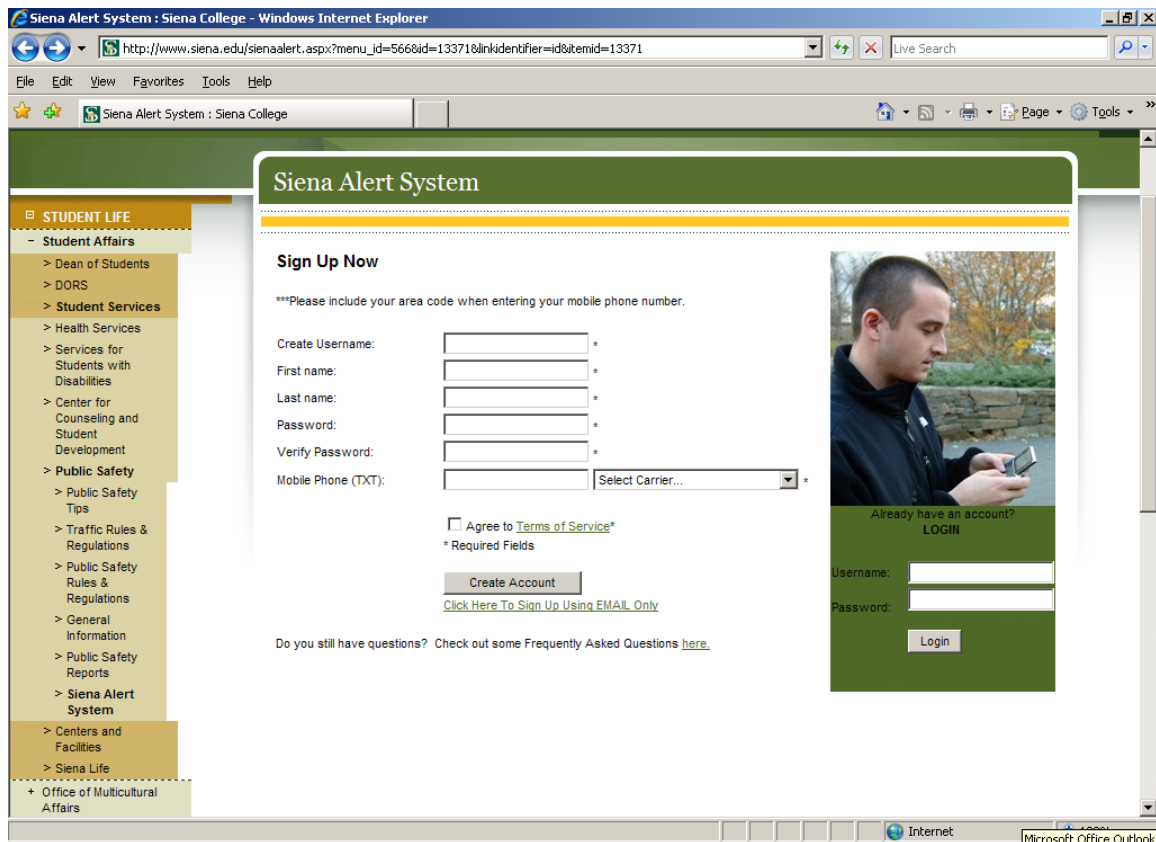


Siena Alert System (SAS) Instruction Guide

New User Sign Up Form for Siena Alert System (SAS): Go to:
<http://www.siena.edu/sienaalert>



Login using your Siena College Network ID and Password:



To complete the above screen and process, please:

1-Create and Enter your Username (This must be your Siena College Network Username/ID).

- 2-Enter your First Name
- 3-Enter your Last Name
- 4-Create and Enter a Password (unique to this process)
- 5-Verify the Password
- 6-Then if you are registering a text capable mobile phone or device, please enter the 11 digit number (you must include the area code) and select the corresponding Carrier. **If you are registering E-mail only, please click on the link under “Create Account” to proceed.**
- 7-If you registered a cell phone number and carrier, a text message that includes a 4 digit code is sent to phone.
- 8-You should receive this code within 1 minute. **Once you receive this message with your code, you must then continue the process by typing in the code and the select “validate:.”**
- 9-You will receive a confirmation that the sign up process was a success.

You can **log back in** to your account (on the **right hand side of the screen**) to check the status of your registration, or add additional services, such as email. Click the **Services tab** to **add an additional phone number or email address.**

If you are registering e-mail only or adding email registration after you registered a cell phone, **you will receive an email confirmation that you must open and click a link to activate and complete the registration process for the email account.**

You may register up to two text capable devices (cell phones) and/or two separate email accounts, and you must **follow all steps** to complete the validation process for each device and/or email account.

If you have questions or need assistance, please contact: helpusingsienaalert@siena.edu or Sandy Serbalik, Director of Risk Analysis and Project Management.

****Special note to Siena College employees: If you are an employee and are also a Siena student, please register for the Siena Alert System one time only by using your employee network user name.**