

Instructions to Sign-up for the ULV Alert System powered by e2Campus:

On the University of La Verne webpage:

1. Go to MyLaVerne.
2. Select **Enter Secure Area**
3. Enter your User ID which is your Banner identification number. Your Banner number is an 8 digit long number. It is the number that is on your University of La Verne ID card. If you do not know your Banner ID number, contact the Registrar's Office extension 4001 or 4014 for assistance.
4. Now enter the PIN number you setup for your MyLaVerne account. If you cannot remember your PIN, contact the Registrar's office for assistance, extension 4001 or 4014.
5. On the next page select the **Personal Information** tab.
6. On the **Personal Information** page choose **Emergency Notification System** which is the last entry.
7. On the next screen read how the emergency notification system will be used and select the **Accept** tab to move to the next page.
8. On the Emergency Notification page complete the **Create New Account** section.
 - a. Here supply a Password and verify that password.
 - b. Next enter your mobile phone number including the area code. Next identify your mobile phone carrier from the dropdown menu to the right.
 - c. In the next section you will choose whether you are Faculty, Admin/Professional, Classified or student and the campus you are located. If you are on more than one campus choose all that apply to you.
9. Next check the box to agree to the **Terms of Service**.
10. Now click the **Create Account** tab.
 - a. You will receive a text message on your mobile phone from e2Campus. You will need to respond to this message to complete the setup. The text message is to validate the information and verify the system is operational with your number.
 - b. You will also receive an email from e2Campus on your Laverne.edu email account. Read the email and press reply button to send. You do not have to put anything in the body of the email.
11. You are now registered in the ULV Alert notification system.
12. You have the option of adding additional mobile phone numbers for SMS messaging, additional email addresses and additional regular telephone numbers or Voice numbers as you wish.

Please make sure to follow the instructions sent to your cell phone via a text message and an email to validate your cell phone and email. If you do not validate your cell phone and email, you will not receive the emergency notifications sent by the ULV Alert System when an emergency arises.