Creating an Account


You will be taken to the next screen.
Enter a Username of your choosing. You may use your EID/SID or windows login name if you wish. Enter your First and Last Name. Enter and verify your new password.

Enter your cell phone number in the Mobile Phone (TXT) field then pick a Carrier from the drop down list.

Place check marks in the Groups that you would like to receive alerts from. Campus Alerts is checked by default and cannot be deselected.

Choose an Opt-Out Date from the dropdown list. Select the longest date from now e.g. Dec 31 2018 so that your account won’t be automatically suspended.

Be sure to check the Agree to Terms of Service checkbox then click the Create Account button.
You will notice that your SMS (Text Messaging) number or your mobile phone number is **Unvalidated**. You should have received a text message (from e2Campus) to your phone with the validation code. Enter that code in the **Validation Code** box and click the **Validate** button.

After you enter your validation code the screen will change showing that the code was successfully validated and your mobile phone number is active.
You have successfully created an account and validated a mobile phone for receiving text messages.

**Adding an Email Address**

You must be logged in to your account, click on the **Services** tab on the orange bar.

Fill in the **Email Address** box and click the **Add Email** button. The screen will change showing that the address you entered is **Unvalidated**.

Check your email account for the validation message from e2Campus. All you need to do is reply to the email. You will receive another email from e2Campus telling you the validation process is complete.
Check the services page (if the webpage is still open you will need to refresh the page) and your new email address will have a green check and show active.

Adding a Voice Phone Number.

You can add a voice phone number to receive verbal alerts. Enter your telephone number in the Phone: box and click the Add Voice button. There is no validation step in adding voice numbers. The Services page will simply update to show the active voice number.
If you have registered a mobile phone, email address and voice phone your **Services** page should look something like this.

You can add more than one mobile phone number and email account if you would like alerts to go to multiple locations or family members.
CHANGING GROUPS

You can subscribe and unsubscribe to the various alert groups by clicking the Groups tab on the orange bar. You will see something like.

To subscribe to a new group simply click the Subscribe link to the right of Group you want to get alerts from. The new group will be added to your Active Groups.
To unsubscribe just click the **Unsubscribe** link to the right of the Group you don’t want to receive alerts from. The group will be removed from your **Active Groups** list.

If you need assistance with creating an e2campus account please don’t hesitate to contact the IT helpdesk@centralia.edu, ext 297.