

# Centralia College's e2Campus Alerting

## Creating an Account

Browse to <http://www.e2campus.com/my/centralia>. You must first create a new account. Click the "Create New Account" link.



The screenshot shows the e2Campus user account login page for Centralia College. At the top right, there is an "Admin Login" button. The page title is "Centralia College e2Campus". Below the title, there are navigation links: "return to school site", "user login", "sign up", and "support". The main content area is titled "User Account Login" and contains the following elements:

- Username:  \*
- Forgot username? [Forgot username?](#)
- Password:  \*
- Forgot password? [Forgot password?](#)
- Login
- Create New Account

At the bottom of the form area, it says: "Still have questions? [Contact Us](#) or call 800-936-3525." Below the form area, there is a copyright notice: "© OMNILERT, LLC. e2Campus is a trademark of OMNILERT, LLC" and a McAfee SECURE logo.

You will be taken to the next screen.

### Sign Up

Create Username:  \*

First name:  \*

Last name:  \*

Password:  \*

Verify Password:  \*

Mobile Phone (TXT):

Optional Groups:

- \* Campus Alerts
- Admissions & Registration
- Advising & Counseling Center
- CCEast Updates
- ELearning
- Events & Activities
- Financial Aid
- International Students
- Road Construction Updates
- Running Start
- TRIO
- Tuition Deadlines

Opt-Out Date:

Agree to [Terms of Service](#) \*

\* Required Fields

Message and data rates may apply.  
Text HELP for help.  
Text STOP to cancel alerts at any time.  
For additional assistance, contact support@omnilert.com  
[Privacy Statement](#)

[Click Here To Sign Up Using EMAIL Only](#)

Still have questions? [Contact Us](#) or call 800-936-3525.

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 be taken to the next screen.

The screenshot shows the e2Campus interface for Centralia College. At the top left is the e2Campus logo. Below it, the text 'Centralia College e2Campus' is displayed, with links for 'Suggestions' and 'Logout' on the right. A navigation bar contains 'Dashboard', 'Services', 'Groups', and 'Account'. A green box contains a 'Congratulations!' message: 'You have successfully created your new account. Some delivery services may require validation before they are fully functional. Please look below for any services marked in RED and follow the instructions to complete the process.' Below this, the 'Your Services' section is titled 'SMS (Text Messaging)'. A red box with a minus icon and the word 'Unvalidated' is shown. Below it, the phone number '36 - - 418 (AT&T)' is listed with a 'Delete' link. A message explains that a validation code was sent and provides instructions to re-send it. A 'Validation Code:' input field and a 'Validate' button are present, along with a 'Resend Validation SMS' link. At the bottom, there is a 'Phone:' input field, a 'Select Carrier...' dropdown menu, and an 'Add SMS' 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.

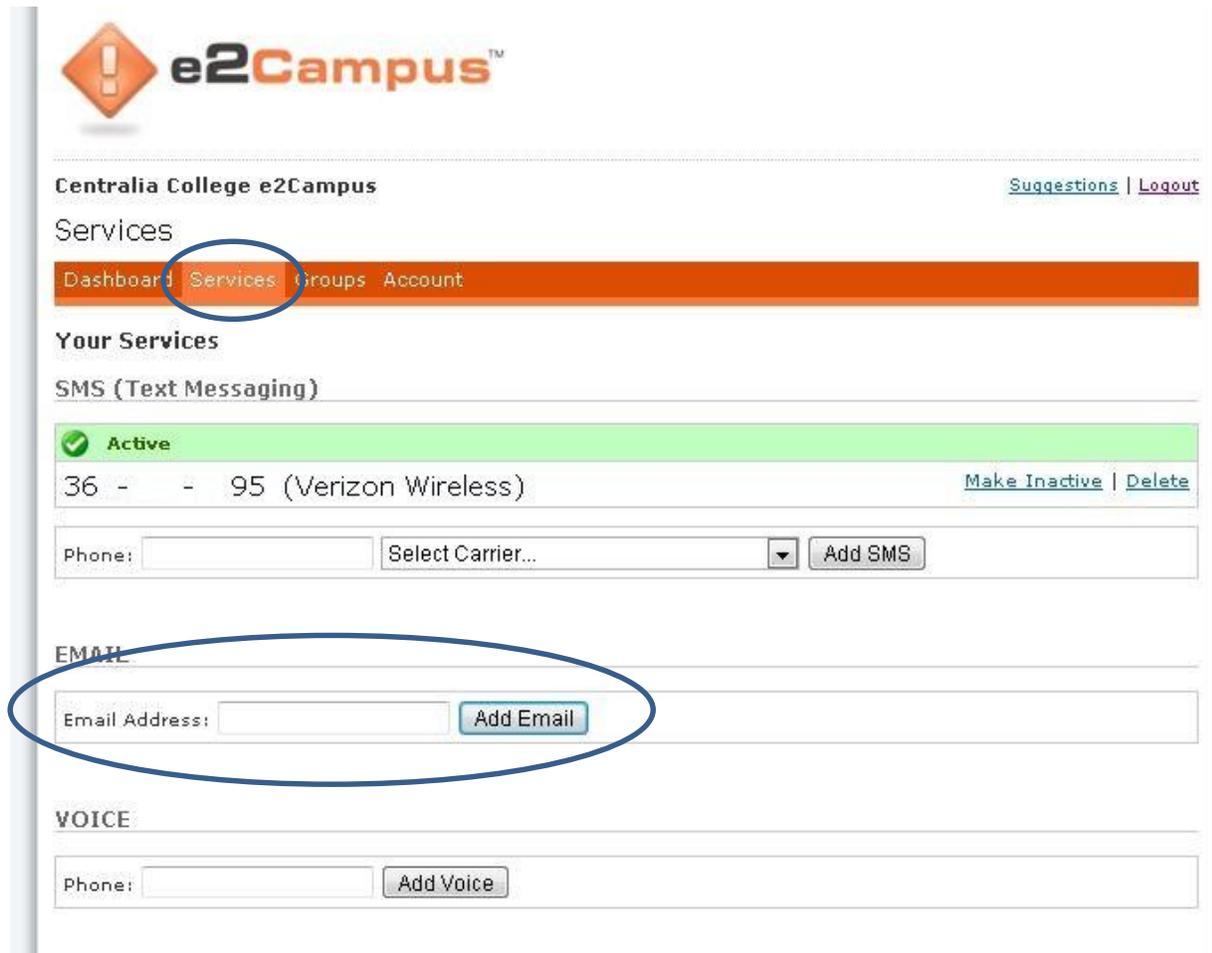
After you enter your validation code the screen will change showing that the code was successfully validated and your mobile phone number is active.

This screenshot shows the same e2Campus interface after successful validation. The navigation bar and 'Congratulations!' message remain. The 'Your Services' section is still titled 'SMS (Text Messaging)'. A green box with a checkmark and the word 'Active' is displayed. Below it, the phone number '36 - - 95 (Verizon Wireless)' is listed with 'Make Inactive' and 'Delete' links.

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.



The screenshot shows the e2Campus interface for Centralia College. The 'Services' tab is selected in the orange navigation bar. Under 'Your Services', the 'SMS (Text Messaging)' section is active, showing a green bar with a checkmark and the text 'Active'. Below this, there is a form for adding a new SMS service with fields for 'Phone:', 'Select Carrier...', and an 'Add SMS' button. The 'EMAIL' section is also visible, with an 'Email Address:' field and an 'Add Email' button circled in blue. Below the email section is the 'VOICE' section with a 'Phone:' field and an 'Add Voice' button.

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



The screenshot shows the 'EMAIL' section of the interface. A red bar at the top indicates the status 'Unvalidated'. Below this, the email address '@centralia.edu' is displayed with a 'Delete' link. A message explains that a validation email has been sent and must be replied to before the address becomes active. It also provides instructions on how to resend the validation email.

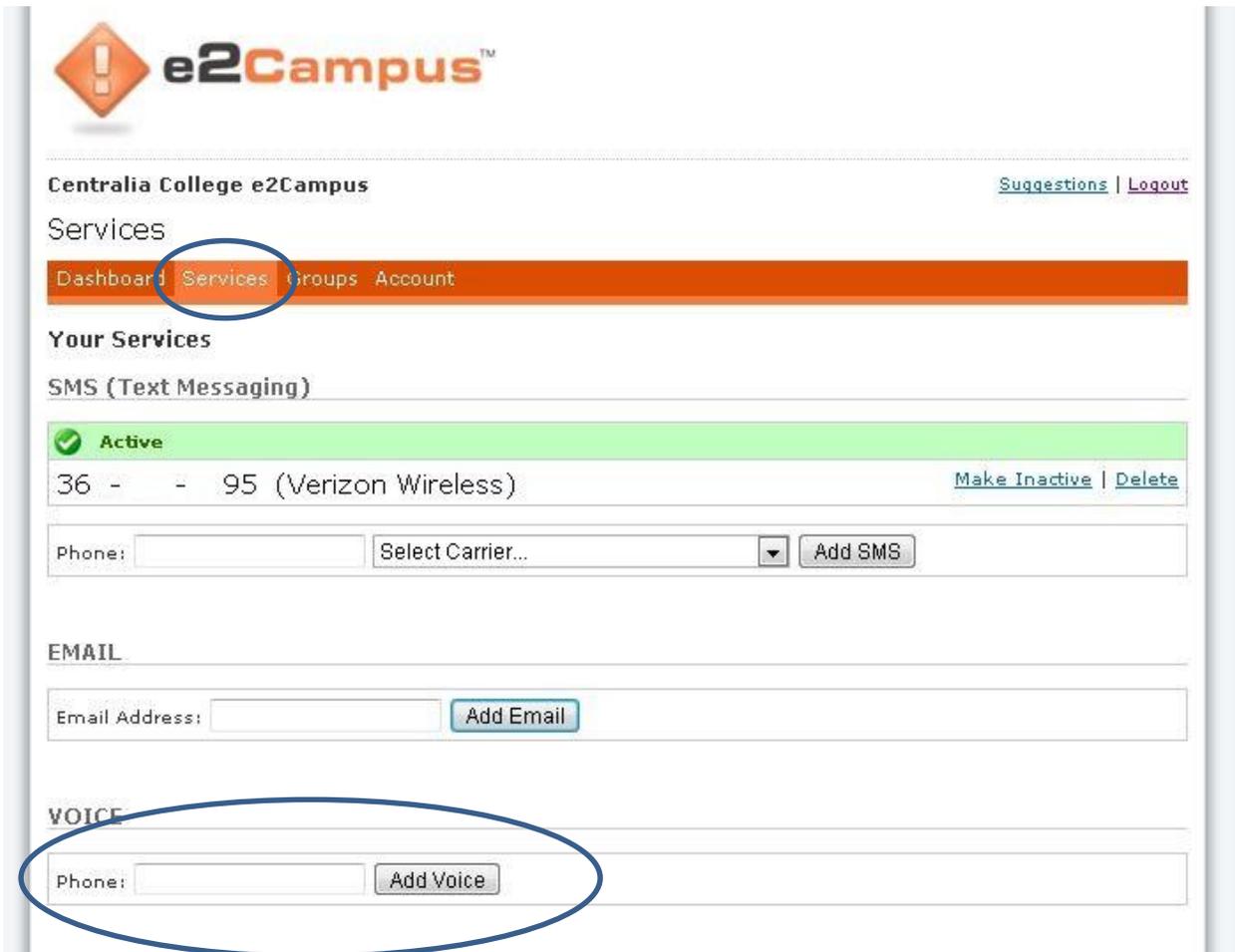
Check your email account for the validation message from e2Campus. All you need to do is reply to the email. You will receive another email from e2Campus telling you the validation process is complete.

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.

**e2Campus™**

Centralia College e2Campus [Suggestions](#) | [Logout](#)

Services

Dashboard Services Groups Account

**Your Services**

**SMS (Text Messaging)**

✓ Active  
36 - - 95 (Verizon Wireless) [Make Inactive](#) | [Delete](#)

Phone:  Select Carrier...

**EMAIL**

✓ Active  
@centralia.edu [Make Inactive](#) | [Delete](#)

Email Address:

**VOICE**

✓ Active  
36 - - 18 [Make Inactive](#) | [Delete](#)

Phone:

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.

**Centralia College e2Campus** [Suggestions](#) | [Logout](#)

Groups

Dashboard Services **Groups** Account

### Active Groups

You currently subscribe to the groups below. To unsubscribe, click the 'Unsubscribe' link on the right.

Group Name	Description	
✓ Campus Alerts	Main campus alert group	<a href="#">Unsubscribe</a>

✓ Recommended Groups

### Available Groups

To start receiving messages from an available group, click the 'Subscribe' link on the right.

Group Name	Description	
Advising & Registration	Advising and Registration information	<a href="#">Subscribe</a>
eLearning	For online, hybrid or web-enhanced classes	<a href="#">Subscribe</a>
Events & Activities	Student programs events and activities	<a href="#">Subscribe</a>
Financial Aid	Financial Aid information	<a href="#">Subscribe</a>
TRIO	TRIO information	<a href="#">Subscribe</a>

✓ Recommended Groups

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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**.



## Groups

[Dashboard](#) [Services](#) [Groups](#) [Account](#)

Subscription added successfully.

### Active Groups

You currently subscribe to the groups below. To unsubscribe, click the 'Unsubscribe' link on the right.

Group Name	Description	
Advising & Registration	Advising and Registration information	<a href="#">Unsubscribe</a>
✓ Campus Alerts	Main campus alert group	<a href="#">Unsubscribe</a>

✓ Recommended Groups

### Available Groups

To start receiving messages from an available group, click the 'Subscribe' link on the right.

Group Name	Description	
eLearning	For online, hybrid or web-enhanced classes	<a href="#">Subscribe</a>
Events & Activities	Student programs events and activities	<a href="#">Subscribe</a>
Financial Aid	Financial Aid information	<a href="#">Subscribe</a>
TRIO	TRIO information	<a href="#">Subscribe</a>

✓ Recommended 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](mailto:helpdesk@centralia.edu), ext 297.