

## ALERTUS INSTALLATION INSTRUCTIONS

1. Go to your smartphone applications search for Alertus + (It will be the one with the yellow icon)



2. Once installed, the organization code is enterprise (all lower case)
3. Enter your student email address ([yourname@student.escc.edu](mailto:yourname@student.escc.edu))
4. Open your email and confirm your account.
5. Click email verified within the app.
6. **Allow** Alertus to send you notifications.
7. Go to my subscriptions and select Enterprise or Ozark campus students.
8. Select profile fill in the information: Name, phone number and Emergency information (Any medical alerts – allergies, issues etc.)

You are set up to receive emergency notifications.

### To report an incident:

1. Click the Report Incident icon.
2. Click Incident type and the appropriate Incident Type.
3. In the message field type a description AND LOCATION of incident.
4. You may take a photograph (helpful if a suspicious person, vehicle, or package)
5. Click Send and confirm send.

**REMINDER THIS APPLICATION ONLY WORKS ON CAMPUS TO REPORT CRIMES AND INCIDENTS. IF OFF CAMPUS YOU WILL NEED TO DIAL 911 FOR PROPER LAW ENFORCEMENT RESPONSE.**