

EVERBRIDGE NOTIFICATION PROGRAM

Overview

San Diego Regional Center

Notification Program Overview

We have launched a new Mass Notification service that allows us to alert you. You opt-in to enter your contact information and subscribe to notification you care about based on your location. The information you provide is protected and will not be used for any other purpose.

How It Works

When we issue a notification about a potential safety hazard or concern, you will receive a message on the voice or text communication methods that you have registered. If requested for the notification, you can confirm that you have received the message and you will not be contacted by any subsequent methods regarding that particular notification. If you do not confirm, the system will continue to attempt to reach you at all of the contact paths that you have registered.

Sign up for Notifications

Create an account and add your contact and location information into the Mass Notification system. All information you provide will be kept strictly confidential.

Instructions for Registering for Everbridge Emergency Notifications

To access the Everbridge Emergency Program, click on the link: <https://member.everbridge.net/index/892807736726843>

The screenshot shows the login page for the San Diego Regional Center. At the top left is the logo for the San Diego Regional Center. The navigation bar includes a 'Login' button and a 'Sign up' link. A 'Help & Answers' button is located on the left side. On the right side, there is a 'Select Language' dropdown menu and a 'Powered by Google Translate' notice. The main content area features a 'Login to your account' form with the following elements:

- Username:** A text input field labeled 'User Name' with a 'Forgot username' link.
- Password:** A text input field labeled 'Password' with a 'Forgot password' link.
- Keep me signed in (Uncheck if on a shared computer)
- Login:** A blue button.
- Don't have an account:** A link labeled 'Sign up' is highlighted with a red box and a blue arrow pointing to it.

The first time you access this site, you will need to set up an account. To do so, press **Sign up**.

1. Sign up

1 **Sign up**

Creating a profile takes just a few minutes. Remember your username and password so you can log in and change your information at any time.

* Username
Usernames must be a minimum of 4 acceptable characters. Acceptable characters are: uppercase and lowercase letters, numbers, period, dash (-), underscore (_), and at symbol (@). No other characters or symbols are permitted at this time.

* First Name

* Last Name

* Password
Password must be at least 8 characters long and contain at least one letter and one number. Special characters are limited to: ! @ # \$ % ^ & * ().

* Confirm Password

* Security Question

* Answer

Registration Email

I accept the [Terms of Use](#)

Create Your Account >

Complete all the fields, check the “I accept the Terms of Use” box and press **Create Your Account**.
NOTE: Be sure to keep a record of your Username and Password for future reference.

2. My Profile

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Use all registration pages to receive accurate notifications.

Profile Locations Subscriptions Information Review

My Profile

* First Name
* Last Name

Time Zone

Here's how to contact me.

Move up or down to change the order

- 1) text message
- 2) Primary Phone
- 3) Secondary Phone
- 4) Alternate Phone 1
- 5) personal email
- 6) work email

Please select:

- (GMT -11:00)New Time(Pacific/Huel)
- (GMT -11:00)Samoa Standard Time(Pacific/Hapa_Pago)
- (GMT -10:00)Hawaii Standard Time(Pacific/Honolulu)
- (GMT -10:00)Niue Standard Time(Pacific/Johnston)
- (GMT -10:00)Cook Is. Time(Pacific/Nukunono)
- (GMT -10:00)Fiji Time(Pacific/Fiji)
- (GMT -10:00)Marquesas Time(Pacific/Marquesas)
- (GMT -9:00)Alaska Standard Time(America/Anchorage)
- (GMT -9:00)Yukon-Standard Time(Pacific/Whitehorse)
- (GMT -8:00)Pacific Standard Time(America/Los_Angeles)**
- (GMT -8:00)Pacific Standard Time(America/Los_Angeles)
- (GMT -8:00)Pacific Standard Time(America/SanFrancisco)
- (GMT -8:00)Brazil Standard Time(Pacific/Resolute)
- (GMT -7:00)Mountain Standard Time(America/Denver_Creek)
- (GMT -7:00)Mountain Standard Time(America/Denver)
- (GMT -7:00)Mountain Standard Time(America/Edmonton)
- (GMT -7:00)Mountain Standard Time(America/Hermosillo)
- (GMT -7:00)Mountain Standard Time(America/Mazatlan)

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Your First Name, Last Name and Registration Email will auto-populate based on the information you entered on the Sign Up page.

Go to the **Time Zone** field, arrow down and select **(GMT – 8:00) Pacific Standard Time(America/Los_Angeles)**

3. Here's how to contact me

Everbridge Emergency Notification

Welcome TestVendor1 Logout

Profile Locations Subscriptions Information Review

My Profile

* First Name: Jane
* Last Name: Doe
Middle Initial:
Registration Email: helpdesk@ebrc.org
Time Zone: (GMT -8:00/Pacific Standard Time/America/Los_Angeles)

3 Here's how to contact me. (Complete at least 1)

Move up or down to change the order.

- 1) text message: United States, (201) 555-0123
- 2) Primary Phone: United States, (201) 555-0123
- 3) Secondary Phone: United States, (201) 555-0123
- 4) Alternate Phone 1: United States, (201) 555-0123
- 5) personal email: helpdesk@ebrc.org
- 6) work email: email@email.com

Save & Continue >

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Choose **at least** one of the options above with how you would like to be notified in case of an emergency and enter the information.

Press **Save & Continue**.

4. My Locations

San Diego Regional Center
Everbridge Emergency Notification

Welcome TestVendor2 Logout

Profile Locations Subscriptions Information Review

4 My Locations

We will use the location information you provide to inform you about events taking place in your area.

Add a Location

* Location Name: [Red Box]

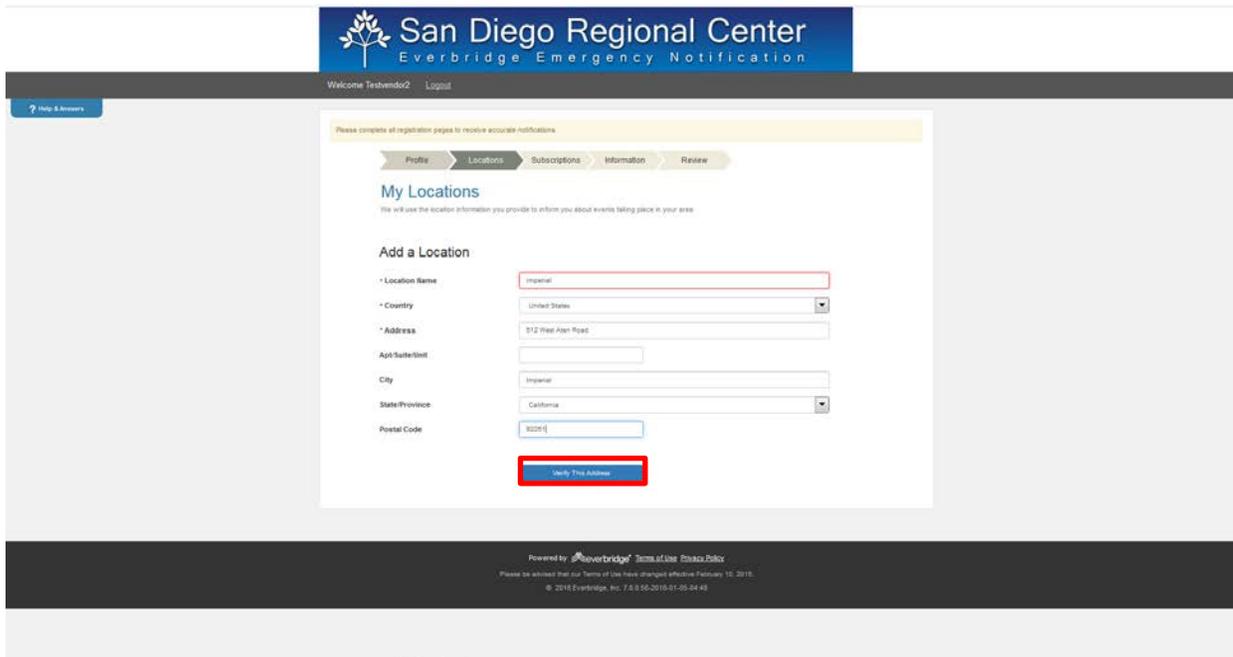
* Country: United States

* Address:
Apt/Suite/Unit:
City:
State/Province: Please select:
Postal Code:

Verify This Address

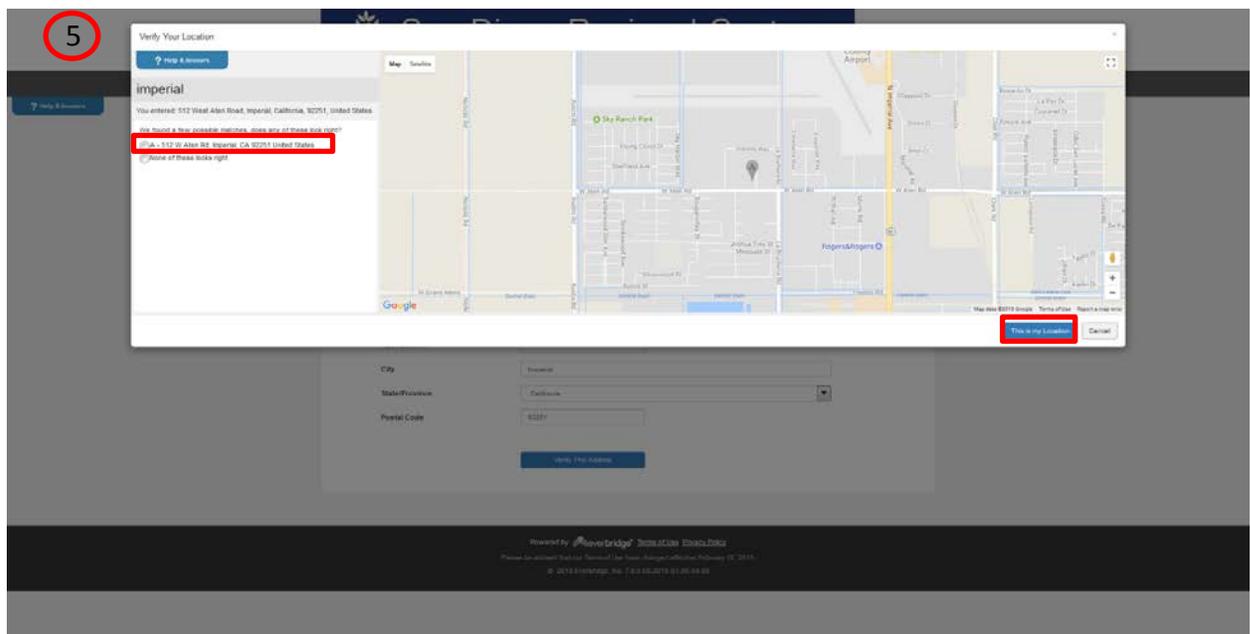
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Enter your city under **Location Name**

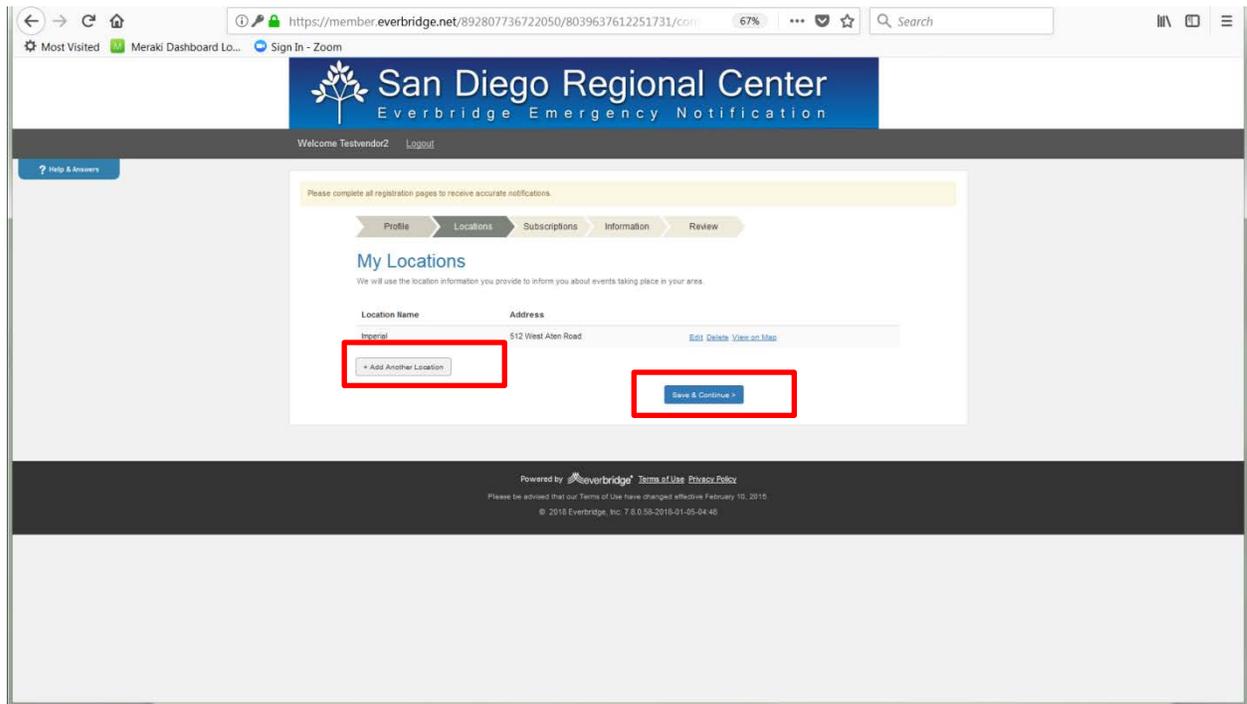


Complete the additional fields. Press **Verify This Address**.

5. Verify Your Location

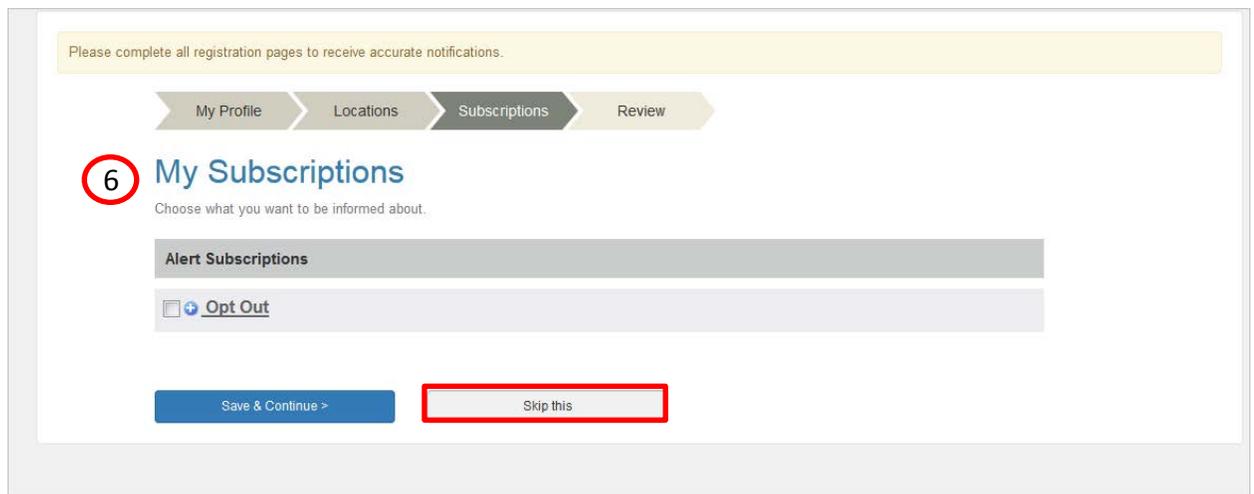


Check the radio button of your address match, then press **This is my Location**.



If you need to add another location, press **+Add Another Location** and add the information as you did previously. If you do not need to add another location, press **Save & Continue**.

6. My Subscriptions



Under Alert Subscriptions, choose **Skip this**.

7. Review the information you entered

7

Profile Locations Subscriptions Review

Review the information you entered

You will be able to edit it any time.

My Profile

Username: sdrctest

First Name: Robin

Last Name: Alter-Haas

Registration Email: ralterhaas@yahoo.com

Time Zone: America/Los_Angeles

Staff E-mail: ralterhaas@yahoo.com

My Subscriptions

Alert Subscriptions

My Locations

Imperial: 512 W. Aten Road

Finish

Review the information you entered for accuracy. In the event that corrections need to be made, press **Edit** under the appropriate section and make your change(s). If information is correct, press **Finish**.

Welcome Testvendor2 Logout Home Overview FAQs

Help & Answers

Your profile was successfully created.

My Profile

Username: Testvendor2

First Name: Jane

Last Name: Doe

Registration Email: helpdesk@sdrctest.org

Time Zone: America/Los_Angeles

personal email: helpdesk@sdrctest.org

Delete My Account

My Subscriptions

Alert Subscriptions

Notify me of Office Closure > Office Closure

Yes

My Locations

Imperial: 512 West Aten Road

My Information

Groups: Vendor Emergency

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When finished, a screen will display stating **Your profile was successfully created**. Press **Logout**.

FAQs

San Diego Regional Center

Emergency Alert Program: Frequently Asked Questions

What is the Emergency Alert Program?

This service allows you to opt-in to receive notifications via phone calls, text messaging, e-mail and more based on locations you care about. You can choose to receive notifications about events that may affect your home, workplace, family's schools and more.

When will it be used?

This system will be used to notify you about imminent threats to health and safety as well as informational notifications that affect your locations or work environments. Administrators will send notifications regarding severe weather, flooding, gas leaks, police activity and more.

Will I still get emergency notifications if I don't sign up?

If you don't create a username and password, you will receive notifications only by the methods that are on file for your Organization.

What if my phone number or email address changes?

The system is only as good as the information you provide. If your contact information changes, you can always visit your profile and update your information.

Will my contact information be shared with others?

No. The information that you provide will be used only for this Organization for notification purposes. We will not give or sell your contact or location information to any vendor or other organization.