

## INSTANT ALERT LOG-IN INSTRUCTIONS:

1. Go to the DSU website [www.desu.edu](http://www.desu.edu) and click on the “DSU Emergency Alert” icon on the lower left side of the page.
2. Read the waiver and click on the “DSU Emergency Alert” icon in the middle of the page. This will take you to the Log-in Page.
3. On the Log-in Page, type in your D100# (DSU ID number) in the Username box. Then in the Password box, type in your temporary password, which is Temppass\$5. Then go below that and click on Login.
4. You will then be on the page where you will enter your communications information. However before you do that, YOU MUST change your password. To do that, click on My Profile, which is located in the upper left-hand portion of the screen.
5. Once you are on the new page, go to the bottom left of the My Profile box and click on Change Password. You will go to a new page and there you will type in your temporary password in the current password box. And then you will type your chosen password twice. **NOTE:** Your password MUST contain an uppercase and a lowercase letter, a number and a special character such as (\*,!,@,%,#). You cannot have more than 2 of the same consecutive letters or numbers (such as aaa or 000) in your new password. Make sure you write it down as you will need it to update your information.
6. Once your personal password is created, click on Save.
7. You will then return to the My Profile page. Click on Change Security Question, and you will go to a page where you can select a preset question that describes your password or you can create your own question. This will be used to jog your memory in case you forget your password.
8. Once you have changed your password, you will be returned to the My Profile page, where you will click on My Contact Information, located near the top of the screen underneath the Delaware State University logo.
9. You will now be returned to the page where your contact information will be entered. The first area (Account Information) should contain you D100# and your name. Please verify this information. Fill in the campus your work is based most frequently (Main, Wilmington, Sussex).
10. The second area (Message Retrieval Pin) should be left blank.
11. The third area (Custom Fields), “Group” should contain information and under “Attributes”, residential students should choose the residence hall in which they reside. All faculty, staff and commuter students can leave that area blank.
12. In the fourth area (Phone), you need to fill in your **home phone, cell phone and work numbers** (if applicable). All phone numbers (cell, home, text, pager, etc) need to include the area code. Residential students will have the opportunity to fill in your residence hall phone in the home phone area after you move in this August.
13. In the fifth area (Email), fill in your alternate email addresses. If the “School email” section is blank, fill in your DSU email address.
14. In the sixth area (Wireless), fill in your cell phone number in the SMS area if your cell phone can receive text messages. This number can be the same as the cell

phone number you listed above. If you have a pager, please fill in the appropriate information.

15. In the seventh area (Reporting Devices), leave those blank. Once complete, click SAVE at the bottom of the page.

It is important that you retain you log-in information as you will need update your profile if it changes. Contact Public Safety at 302-857-6309 or 302-857-7345 if you have problems or questions.