Vanderbilt University Facility Alert Notifications (FAN)

To subscribe, please follow the instructions below

PART 1



Log into your Oracle Cloud account through SkyVU using your VUnet ID and password.





Click the menu button, select "**Me**," and then choose "**Personal Information**" from the Navigator Menu.



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Me)					^
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9	My Knowledge					

3 Select "Personal Details"							
Personal Details Details about yourself, such as name, date of birth, marital status, and national identifier. Document Records	Identification Info View and edit your passport, driver license, visa, and citizenship info. Add or update ways you can be reached, such as phone, email, and address.						
Family and Emergency Contacts Employment Info Add family and friends to contact in case of emergency. Details about your assignment, such as legal employee, business unit, department, and location.	Additional Assignment Info View more details about your assignment. Wew your compensation details, such as salary and personal contributions.						
4 Scroll down and expand the "Biographical Info" section							
National Identifiers	~						
Biographical Info							
Disability Info							
Then, click on the pencil icon to edit							
5 Enter information in AlertVU Mobile A, Mobile B, Landline and/or Personal Email boxes. Please read the text boxes below carefully.							
You must enter a cell phone	AlertVU Mobile Phone B						
to receive text alerts for FAN.	→ 5551234567 []						
	Options apply to both Telephone A & B						
AlertVU Mobile Phone A	AlertVU Additional Contact (Landline or Personal Email)						
6159876543	commodore@vanderbilt.edu						
Voice = only applies to AlertVU	Your Vanderbilt email address is automatically						
Text = AlertVU & FAN	uploaded into the system. You may add a personal email or phone here.						



Click on the link below and select "Sign in with SSO credentials"

https://member.everbridge.net/453003085616462/login/sso







Select the drop-down for both "VU Facility Alert Notification" and then "Facilities"

My Subscriptions

Checking or unchecking a parent node will cascade that status to all of its children.

Alert Subscriptions

VU Facility Alert Notification





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You will now receive Facility Alert Notifications via text and/or VU email for the selected buildings!