

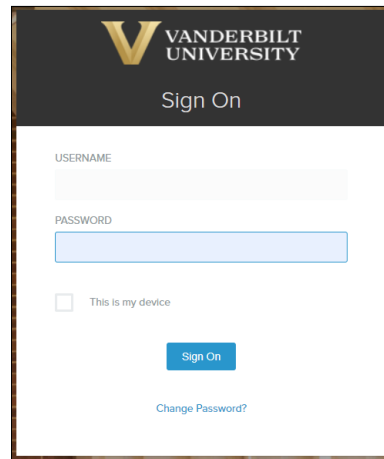
# Vanderbilt University Facility Alert Notifications (FAN)

To subscribe, please follow the instructions below

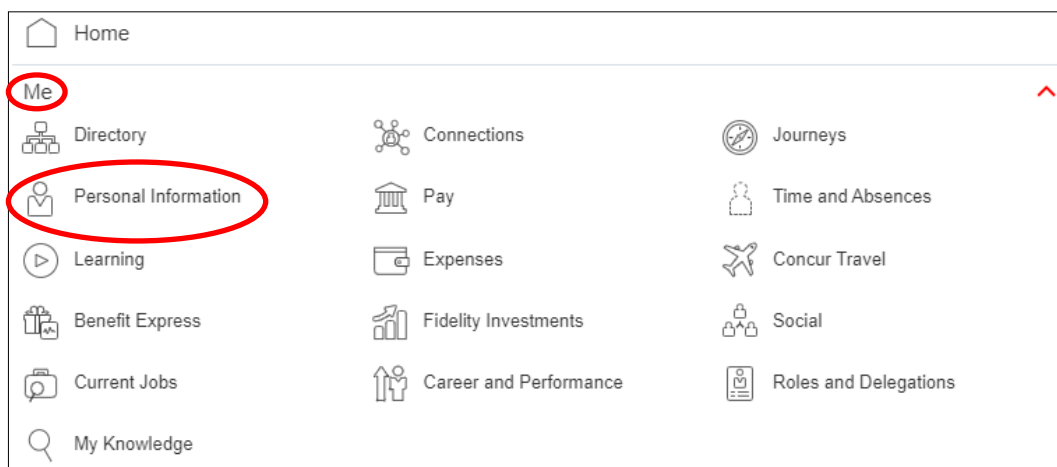
## ***PART 1***

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

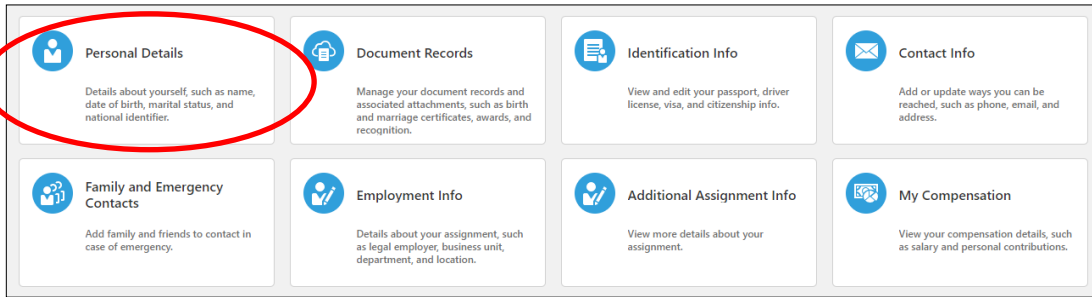


- 2** Click the menu button, select “Me,” and then choose “Personal Information” from the Navigator Menu.



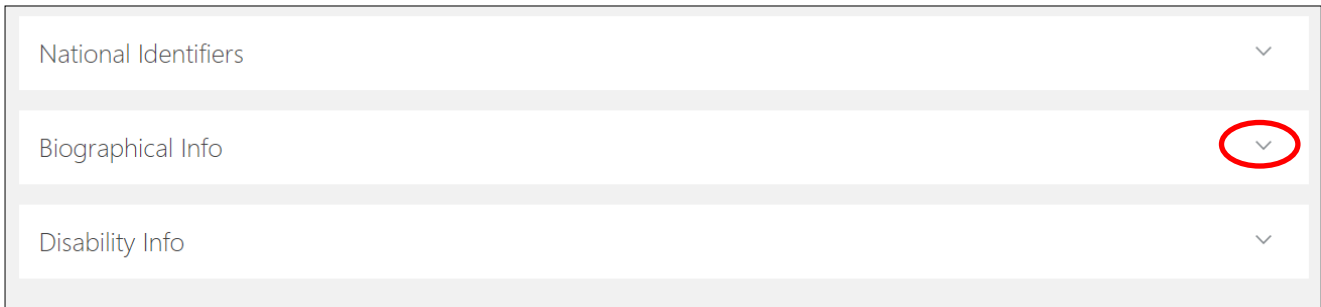
3

Select "Personal Details"

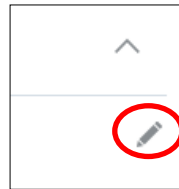


4

Scroll down and expand the "Biographical Info" section

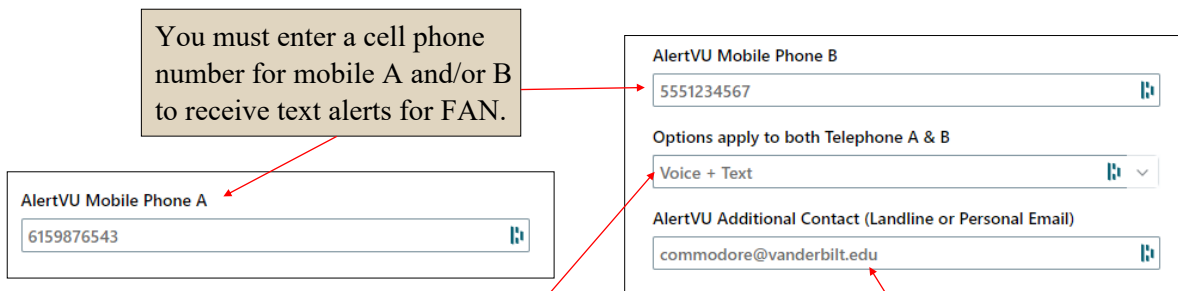


Then, click on the pencil icon to edit



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 number for mobile A and/or B to receive text alerts for FAN.

Voice = only applies to AlertVU  
Text = AlertVU & FAN

Your Vanderbilt email address is automatically uploaded into the system. You may add a personal email or phone here.

6 Click "Submit"

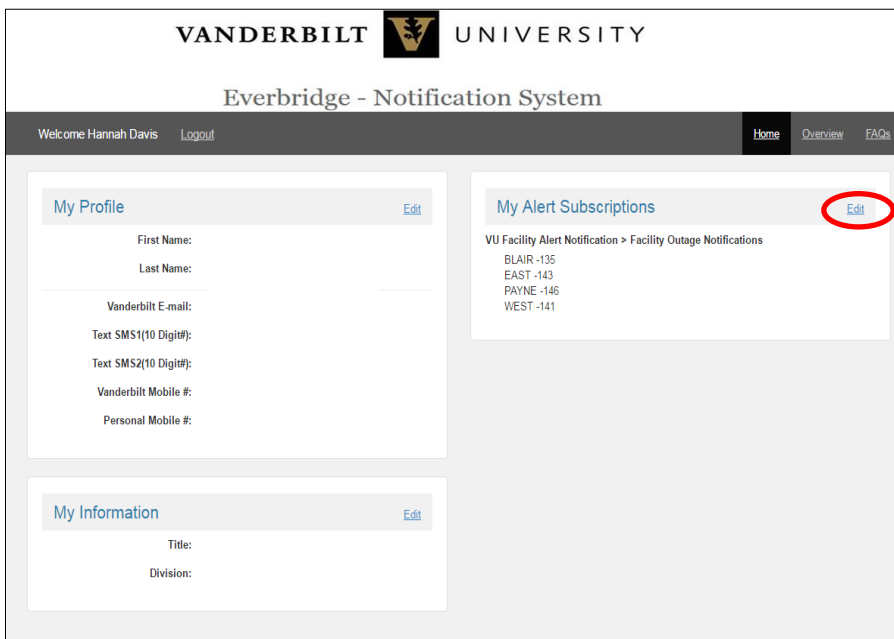
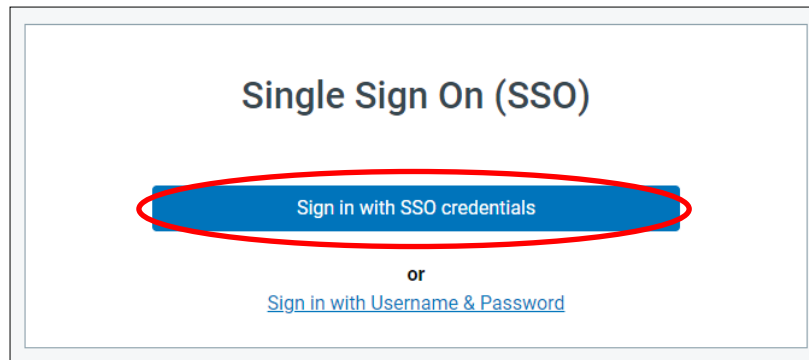


## PART 2

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

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

7



8 Verify information in "My Profile"

Select "Edit" in "My Alert Subscriptions"

9

10

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
  - Facilities (187)

- VU Facility Alert Notification
  - Facilities (187)
    - 1025 16TH AVE S - 288
    - 1110 19th Avenue S - 276
    - 1202 18TH AV S - 171
    - 1208 18TH AV S - 157
    - 1208 18TH AV S R -157A
    - 1310 CLINTON ST - 259
    - 1817 PATTERSON ST - 568
    - 18TH AVE CHILDCARE - 277
    - 208 24TH AVE S \* - 86
    - 25TH AVE STAFF GAR - 242
    - 401 24TH AV S AX - 39B
    - 625 CHESTNUT COM - 201A

11

Select the buildings you would like to receive notifications for.

12

Select “Save”

Cancel Save

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