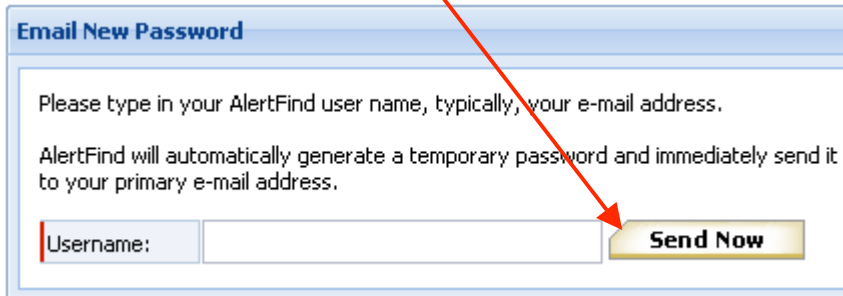


Student Sign-On Info.
Art Institute of Pittsburgh Alert Find
Emergency Notification System

1. GO TO: <https://dalaf.messageone.com>
Use your Art Institute user id - same as your complete AI email address (example: daf314@stu.aii.edu). Do NOT write anything in the password box.
2. Click "Forgot your password?"



3. On the Email New Password screen make sure your email address is in the Username field and click "Send Now."



4. A temporary password will be emailed to your AI email address. Retrieve this password now.

5. Go back to the above Login webpage and log-in with your Art Institute user id and you're new

temporary password.

6. You will be prompted to create a new password. Be sure it is one you will remember and is not easy to crack.

The next screen is 3 simple sections: My Account, Devices, and Personal Escalations.

My Account

You shouldn't be able to change or edit anything in this section

(turn page over)

Devices

This is where you tell the AlertFind system how you can be contacted. Configure all of the devices that can be used.

1. Select **Edit** to change contact information.
2. Select **Configure** beside any of the red devices to add that device.
3. If you have more phone numbers or Email addresses that can be used than are displaying, click +Add New Device.
4. Repeat for every device. It is suggested that you do at least 2 or 3

Devices		
Devices yet to be configured are shown in red italics. Disabled devices are shown in gray italics.		
Emails		+ Add New Device
Personal Email	Myfavoriteemail@hotmail.com	Edit Disable Delete
Work Email	not configured	
Voice Phones		+ Add New Device
Cell Phone	not configured	Configure
Home Phone	not configured	Configure
Work Phone	not configured	Configure
Pagers		+ Add New Device
Pager	not configured	
SMS Devices		+ Add New Device
SMS Phone	not configured	Configure
Fax Lines		+ Add New Device
Fax	not configured	

Personal Escalations

Next you need to determine how you want to be contacted at different times of the day and week.

1. Click on "Customize" for **Business Hours Escalation**.
2. On the next screen choose from the drop down menu which device you wish to be notified on FIRST in the event of an emergency. Go to the next drop down menu, and choose the device that will notify you SECOND (if the first one fails to reach you).
3. Be sure to click OK.
4. Repeat for **Weekend Escalation**
5. Repeat for **After Hours Escalation**

NOTE: The escalation that would execute if a notification was sent right now is marked with a

6. Click Logout on the top menu bar when complete.

Personal Escalations

Devices yet to be configured are shown in red italics. Disabled devices are shown in gray italics. Disabled/unconfigured devices will be skipped and the escalation will immediately proceed to the next device. The escalation that would execute if a notification was sent right now is marked with a .

Business Hours Escalation Customize

during user's business hours which by default is every week on Monday, Tuesday, Wednesday, Thursday, Friday from 8:00AM to 6:00PM

immediately notify device(s)

- Work Phone not configured
- Work Email not configured

after 5 minute(s) escalate to device(s)

- Cell Phone not configured

Weekend Escalation Customize

After Hours Escalation Customize