Alertus Information for New River Administrators

Contents

Purpose

The purpose of this document is to provide information about how to use the **Alertus** Desktop Notification system for New River Administrators who have the responsibility of sending desktop notification messages. The software can quickly send a notification to any client that has the software installed and nearly all New River computers have this client installed, both Mac and Windows.

Accessing Alertus Web Interface

Navigate to alertus.newriver.edu

Use your logon credentials provided by the administrator

How to change your password (For users that have access to send an alert only)

Once you log into the Alertus site and you wish to change your password that the Alertus administrator has provided follow these steps:

1. Once you login you will notice a logout link in the top right corner. Your name will be beside the logout link. Click on your name
2. It will take you to a settings page that gives you the access to change your password.
3. At the change password tick box take your mouse pointer and place a checkmark. This will enable you to change your password.
4. At the bottom please click on Save User.

Note: your access allows you to send a preset or custom alert and cancel an alert

If you forgot your password

If you forgot your password click on the forgot password link on the Alertus sign on page

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Sending a Desktop Alert to Desktops

Emergency Activation

Alertus gives the admins the ability to create a custom alert or choose from preset alerts.

The information I am going to provide will enable the user to quickly send an emergency alert.

1. Log into alertus.newriver.edu
2. Select the Emergency Activation tab
3. On this screen you can select a pre-configured alert or create a custom alert.
4. Click continue and then on the next screen click send (*this is the quickest possible way to send an emergency alert*)

When you send an alert this way it goes to all units that have the client installed

Use this method when sending an emergency alert

Preset Activation

When you send an alert using Preset Activation Alertus gives you an option to send pre-configured alert messages. You can also create your own custom Preset Activation Alerts.

1. Select the Preset alert
2. Click continue
3. Click send

Custom Activation

Allows you to create a customized alert for delivery. For example: There is a boiled water advisory for RCC campus or there has been an accident on I64 and traffic is blocked. Note that there are also preset activation alerts available for selection as well.

1. Select custom
2. Type the alert notification
3. Select the groups you wish to send the alerts to
4. Select custom alert settings and select Alertus Desktop
5. Click continue
6. Click send

IMPORTANT – when you send an alert your screen will display an alert status message. DO NOT cancel the message unless you want to cancel the alert. If you cancel it will remove the alert you just sent.

Also note that the user will not see the alert if they are not logged into their computer