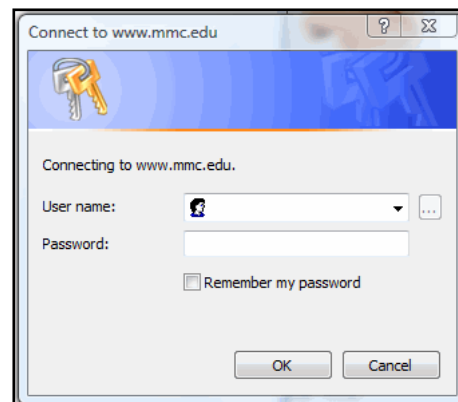


Meharry Alert Registration and User Account Instructions

Logging into Meharry Alert to Enroll

1. After clicking the **Enroll Now!** button located at the bottom of the Meharry Alert home page, or from the navigation bar located at the top of the page, the **Connect to www.mmc.edu** login window will appear.
2. In the **User name** text field enter your Meharry username followed by @mmc.edu (example: **jsmith@mmc.edu**).
3. In the **Password** text field, enter your Meharry password (example: **way2kool**).
4. Finally, click the **OK** button. The Meharry Alert enrollment window will appear.



Note: If you are not able to enroll using your Meharry email address, enter the following in the User name text box: **Meharry\username**. (example: **Meharry\way2kool**). Next, enter your Meharry network password in the Password text box.

Enrollment

Note: Before registering, please read “**Before You Register**” information located at the top of the page. If you need additional information, click the [Get More Information](#) link. This will open the Meharry Alert **Frequently Asked Questions** web page.

1. Enter your Meharry Username in the **Username text field box**. (example: **jsmith**). **DO NOT ENTER** @mmc.edu after your username.
2. Enter your first name in the **First name text field box**.
3. Enter your last name in the **Last name text field box**.
4. Enter you Meharry password in the **Password text field box**. (example: **way2kool**).
5. Verify your password by reentering it into the **Verify Password text field box**.



6. Enter your mobile number including the area code in the **Mobile Phone text field box**.

(example 1: 615-222-9876)

-or-

(example 2: 6152229876).

7. Select your mobile carrier by clicking the **drop-down list button**.

Note: If your carrier is not found, go the [Meharry Alert Frequently Asked Questions](#) web page for a solution.

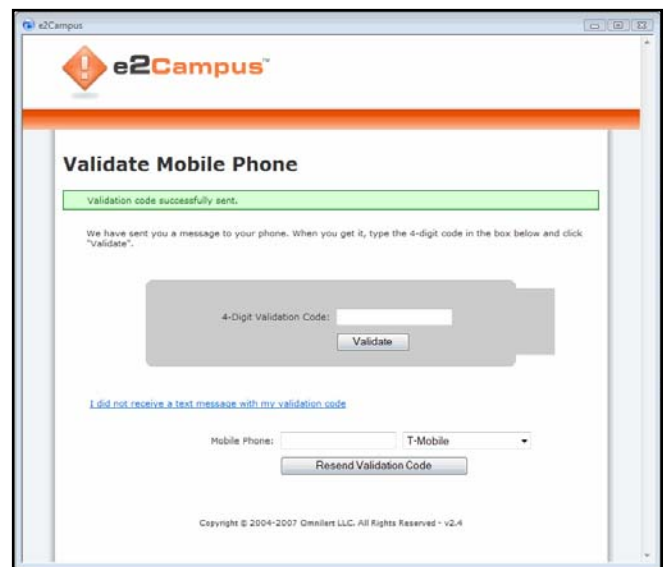
8. Click the **Create Account button**.

Note: If you have previously attempted to enroll and did not receive a validation text or email message, do not enroll again. Contact the IT Help Desk for assistance at **ext. 4357 (HELP)**, or off campus at **(615) 327-6231**.

Validating Your Registration

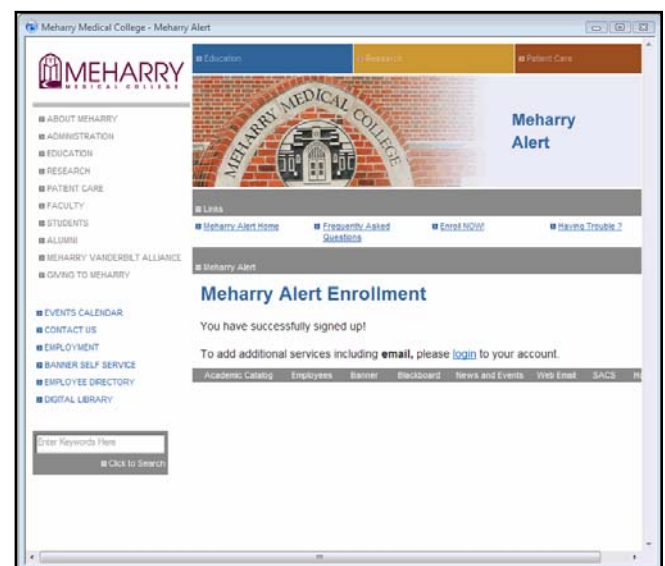
1. After clicking the Create Account button, the Validate Mobile Phone web page will appear. Several moments later, you will receive a text message from e2Campus that includes a 4-digit Validation Code. Enter the **4-digit code into the text field box** and click the **Validate button**.

Note: If you do not receive a text message within a few moments, click the **Resend Validation Code button** located at the bottom of the Validate Mobile Phone web page.



2. Once you click the Validate button, a confirmation page will appear to let you know that you successfully signed up.

Note: You can also sign up to be notified by email by clicking the **login to your account link** located at the bottom of this page. This will return you to the Meharry Alert home page to log in.



(continued on next page)

IT Support Services Technical Training

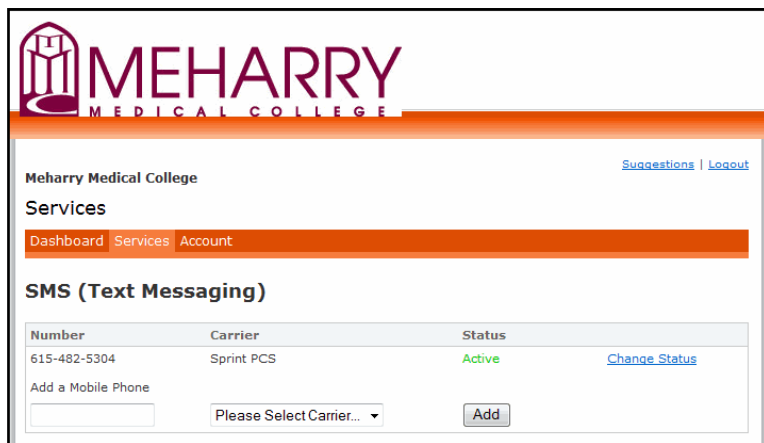
Logging into your account

Now that you have created your account, you can make changes to your mobile phone number, carrier, and signup for email notifications from the Meharry Alert.

1. To login to your account, return to the Meharry Alert home page at <http://meharryalert.mmc.edu>.
2. On the right side of the page enter your **Meharry username and password** in the text field boxes and click the **Login** button. The Meharry Alert Dashboard web page will appear.

Changing your Mobile Phone number or carrier

1. Click the **Services** link located at the top of the page. The Services web page will appear.
2. Under the SMS (Text Messaging) section, click the **Change Status** link. The Edit Mobile Phone (SMS) web page will appear.
3. To change the number and carrier associated with your mobile phone, edit the **Mobile Phone number** text box field and the **Carrier drop-down** list field and click the **Update Phone** button.



The screenshot shows the Meharry Medical College Services page. At the top, there is a navigation bar with 'Meharry Medical College' and 'Services' highlighted. Below this, there is a table for 'SMS (Text Messaging)'. The table has three columns: 'Number', 'Carrier', and 'Status'. The first row shows '615-482-5304', 'Sprint PCS', and 'Active'. To the right of the 'Active' status is a 'Change Status' link. Below the table, there is a form to 'Add a Mobile Phone' with a text input field, a 'Please Select Carrier...' dropdown menu, and an 'Add' button.

Signing up for Emergency Email Notifications

1. While logged into your account, you can sign up for emergency email notifications by entering your email address into the **Add an Email** text field box located on the Services page.
2. Click the **Validate Now** link located to the right of the email field. You will receive an email notification that will ask you to verify your enrollment.
3. To verify your enrollment to the email notification signup, open the message and click the **enclosed link**. This will complete the enrollment process.

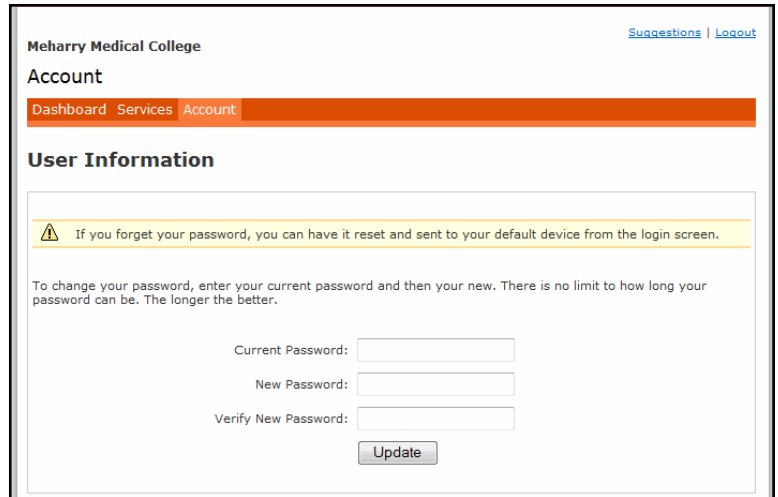


The screenshot shows the 'EMAIL' section of the Services page. It features a table with two columns: 'Email' and 'Status'. The first row shows 'davefloyd@comcast.net' and 'Validate Now'. To the right of the 'Validate Now' link are 'Change Status' and 'Delete' links. Below the table, there is a form to 'Add an Email' with a text input field and an 'Add' button.

Note: Depending on your email carrier, i.e. Comcast, Hotmail, etc., it may take more than a few moments to receive a verification message, so please be patient. If you do not receive a verification message after a short time, you can log back into your account and resend a Validation message by going to the **Services** page and clicking the **Validate Now** link.

Changing your Account Password

1. While logged into your account, you can change your account password by clicking the **Account link** located at the top of the page.
2. Enter your current password in the **Current Password text box field**.
3. Enter your new password in the **New Password text box field**.
4. Reenter your new password in the **Verify New Password text box field**.
5. Click the **Update button**.



The screenshot shows the 'Account' page of the Meharry Medical College system. At the top right, there are links for 'Suggestions' and 'Logout'. Below the navigation bar, the 'Account' section is active. Under 'User Information', there is a yellow warning box with a triangle icon stating: 'If you forget your password, you can have it reset and sent to your default device from the login screen.' Below this, a text instruction reads: 'To change your password, enter your current password and then your new. There is no limit to how long your password can be. The longer the better.' The form contains three input fields: 'Current Password:', 'New Password:', and 'Verify New Password:'. An 'Update' button is located at the bottom right of the form.

Log Out of your account

1. Click the **Logout link** located at the top left corner of any of your account web pages. You will be returned to the Meharry Alert home page.

Need Assistance

You can find the answers to many of your questions located on the following Meharry Alert web pages:

- [Frequently Asked Questions](#)
- [Having Trouble?](#)

If you cannot locate the answer to your question on these web pages, you can contact the IT Help Desk at:

- On Campus: **327-HELP (4357)**
- Off Campus: **(615) 327-6231**