

## Logging into myBulldog Alerts

1. Login into the myBulldog Alerts Portal using your AAMU email address and Password you created when registering into the Portal for the first time.

Click "Login".

A MB	ULLDOG ALERTS Service is Sovereignly.
Welcome Faculty, Staff, and Students! First time users must click on "Sign Me Up" located on the right to create an account. You will be asked to provide your name, AAMU email address and create a password for your new account	
By default, all faculty, staff and students are enrolled to receive emergency alerts based on your AAMU email and primary number provided in Self.Service Banner. To Opt.Out of receiving emergency alerts visit the myBuildog Alerts information page.	Email: helpdesk@aamu.edu
To subscribe to outreach alerts and manage alert preferences (email, mobile, text message), click on "Login" located on the right. You will need to know information associated with your AAMU University account: phone number, A-Number and AAMU email address (students:emailname@bulldogs.aamu.edu and faculty/staff: firstname.lastname@aamu.edu).	Password: Forgot your password? Remember me
Please make sure your contact information is up to date in Self-Service Banner to ensure you receive the most current emergency alerts. For more details with the myFiulidons Alerts information nage	

2. After logging into the Portal you can manage account information, subscriptions and media device preferences by selecting "Click Here", "Edit Contact Information" or "Contact Info" at the top right drop down menu below your name.

)		Home Test User
	<b>MAR BULLDO</b> Service	Sovereignty.
Hi Test User,		Welcome to the myBulldog Alerts Portal.
Thank you for registe Your account email a	rring with AAMU Bulldog Alerts. iddress is: helpdesk@aamu.edu.	Test User
You may <u>Click Here</u> .	o manage all of your contact information and subscription preferences.	You are currently registered to receive information from the following institutions:
Sincerely,		ALABAMA A and M UNIVERSITY
AAMU Bulldog Alerts Account Administratior	1	Edit contact information

- 3.
- A. Click on the "Add Address", "Add Email" or "Add Phone" tabs to add, change or update information. Click "Save" when done.
- **B.** Edit a device by clicking on the (**Pencil Icon**) to edit. Be sure to click "Save" after Completing.
- C. Remove a device by clicking on the (Trash Can Icon).
- Note: You can not change the information next to the profile that has a lock symbol. You can only update this information in Self-Service Banner. You can edit or delete any preferences that does not have a lock symbol associated.

If you change Language Preferences, click "Save".

Contact Info Subscriptions Find Contacts	My Contact Information     Please let us know how you would like us to reach you by providing your contact information below. Then go to Subscriptions to select the notifications you would like to receive. To make corrections to any read-only information, please contact the site administrator or call 256-372-4357.     Add Address   Add Email     Add Phone				
	100-000-0000 Voice Text TTY   Home 1 Home 1 Image: Constraint of the second				
	Language Preferences I     English   Save     You are associated to the following contact(s) at the institution(s) indicated.     Test User (a contact at ALABAMA A and M UNIVERSITY)				



4. On the "My Contact Information" screen:

Select "Subscriptions" tab from the left menu panel or "Subscriptions" at the top right drop down below your name.

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	Service is Sovereignty.	
Contact Info	My Subscriptions Manage Subscriptions	
Subscriptions	Search	h 🕨
Find Contacts	Tell us how you would like to be reached. To indicate your preferences, mouse over each notification Click on icon <a>&gt; to expand/collapse lower sites and portal groups.</a>	ı to edit.
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	Emergency 🗸 🗸	

5. Click on the "Manage Subscriptions" tab. Select your subscriptions by checking the box next to the alerts group you would like to join. You can get information on a group by hovering your mouse over the name of the message group.

Note: By subscribing to any message group, you will be automatically opted- in to receive "Emergency Alerts". To completely opt-out of any message alerts submit the myBulldog Alerts Opt-Out Form or call 1-855-502-7867, both methods will opt you out from all alerts. Click "Save".

Contact Info	My Subscriptions Manage Subscriptions
Subscriptions	Search
Find Contacts	Check the box next to each notification you would like to receive. Click on icon to expand/collapse lower sites and portal groups. Expand All   Collapse All ALABAMA A and M UNIVERSITY Emergency Outreach ITS Alerts Student Account Services Sign up to receive notifications regarding refunds, payroll, student account, financial matters related to registration and enrollment

**Note:** You must check the **"Outreach"** box to receive sub-group alerts, i.e. Student Account Services, Student Activities, and etc.

6. Alert Message Group Descriptions You may read a description of a specific alert message group by clicking on the information icon next to the message group name.

Contact Info	Г		My Subscriptio	ns	Manage Subs	scriptions		
Subscriptions					0		arch	
Find Contacts					<i></i>			
		Tell u: Click	s how you would like to be reac on icon 🕨 to expand/collapse I	hed. To indicate ower sites and	your preferences, mo portal groups.	use over each notific	cation to edit.	
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		Stu	udent Account Services	• •	*		🖍 edit	
				Sign up to matters re	receive notifications re ated to registration and	garding refunds, payr I enrollment	roll, student account, fina	ncial

## 7. Sign Out of Portal

