

To Update Information on the Everbridge System

1. Type *CTAlert.gov* into your browser line
2. Click *Update Your Profile* – on left side of page
3. Type in your *Username and Password*
4. Click on *Login*
5. This will bring you to your profile page, where you will have the opportunity to enter phone numbers and e-mail addresses to which you would like to have information sent. You will also have the opportunity to prioritize these numbers and addresses as to the order in which the information is sent, i.e., first call is to your mobile number, second is to your home number and so on... Keeping in mind that all numbers and addresses will receive the information.

If you forget your Username...

1. Click on *Forgot Your Username*
2. Enter your:
 1. *First Name*
 2. *Last Name*
 3. *E-mail address*
3. Respond to a question such as: “Last five digits of your social security number”.
4. Your username will then be sent to your e-mail address listed on the account and you will be able to retrieve it and continue.

If you forget your Password...

1. Click on *Forgot Your Password*
2. Enter your:
 1. *First Name*
 2. *Last Name*
 3. *E-mail address*
3. Respond to a question such as: “Last five digits of your social security number”.
4. A temporary password will then be sent to your e-mail address listed on the account.
5. Click on *Login*
6. Type in the *Username* and temporary *Password* you have now been given
7. You will now be prompted to immediately change the password to one of your own choosing containing both numbers and letters and being at least 8 characters long.

To Register a New User on the Everbridge System

1. Type *CTAlert.gov* into your browser line
2. Click on *Register for Alerts* on the left side of the screen
3. Click in the box acknowledging that you *Understand and Agree to These Conditions* after doing so.
4. Click on *Sign Up For Alerts*
5. Enter all requested information on the profile page.
6. Enter the address(s) for which you would like to receive Emergency Alerts (Multiple addresses are allowed, just follow the prompts)
7. Click on *Next* when completed adding addresses.
8. Enter all the phone numbers that you want to receive both voice and text alerts and rank those numbers in order of preference.
9. Click on *Submit*