

## HOW TO SIGN UP FOR THE WVNCC Watch Text Alert System.

The College has contracted with a text messaging service Timecruiser to use their Cruiser Alert system to allow WVNCC faculty, staff and students to sign up to receive text message alerts that the College will send under emergency notification. Emergency notification could mean a weather alert which affects large numbers of the WVNCC college community, campus emergency or other urgent need to get information out.

### HOW TO SIGN UP

- 1) From the **NOW button on our website - go to WVNCC Watch (Cruiser Alert) link**
- 2) **Use the beginning of your WVNCC email address (before the @ sign) as your login and your Northern ID number (Northern ID number) as your password.** You will need to “ACCEPT” the terms of their standard usage agreement.
- 3) You will be **prompted to change your password and put in a password hint** (in case you forget your password.)
- 4) You will then go to the My Cruiser tab and **CLICK ADD PHONE NUMBER** and add your cell phone number and choose your cell phone carrier from the list- Make sure to have your cell phone close by to receive your activation code (code is case sensitive) You are automatically signed up for emergency alerts
- 5) **When you receive your confirmation text get the 4 digit code in the text and put the CODE in the box on your screen. Click activate**
- 6) **You are finished.** Remember if you change cell phone numbers to update the number here.

The text messaging system is for MOBILE/CELL PHONES ONLY(not prepaid phones) and not home phone.