

Minnesota West Community & Technical College

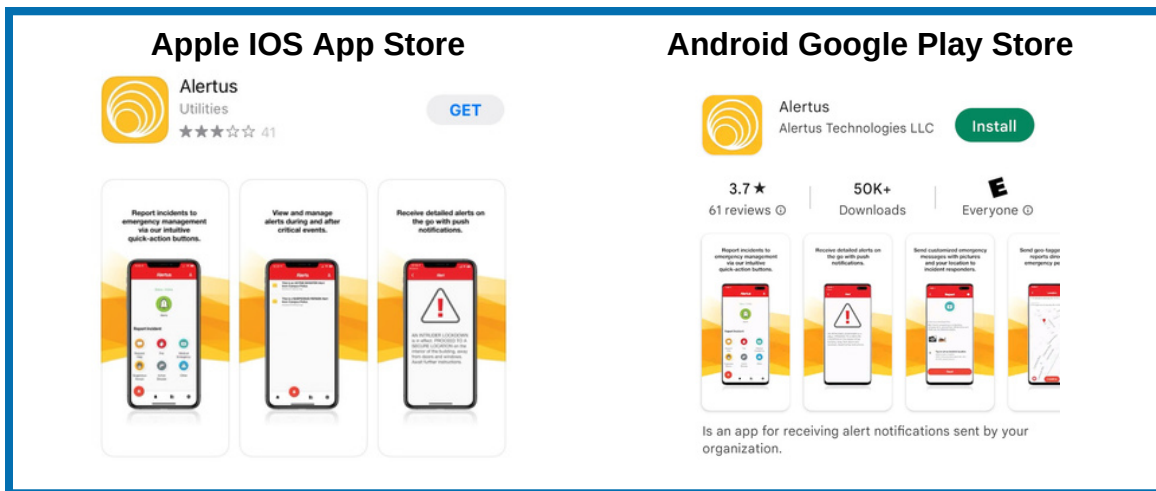


Alertus offers emergency alert systems for colleges and universities, K-12 schools, corporations, medical centers, military bases, and government organizations.

Its system is implemented in multiple industries for a number of emergency situations, including armed shooter incidents, bomb threats, weather related events, terrorist threats, chemical spills, or any number of emergency conditions.

User Instructions for Installing and Setting up the Alertus Mobile App

STEP 1: To receive alerts download Alertus Mobile App from the Apple IOS App Store or the Android Google Play Store.



STEP 2: After downloading Alertus Mobile App complete the following steps:

1. Enter **mnwest** for the Organization Code
2. Enter your Minnesota West College email address (you cannot use a personal email)
Example: `firstname.lastname@mnwest.edu` (employees) and
`firstname.lastname@live.mnwest.edu` (students)
3. Open your Minnesota West email account. Locate an email from **noreply@mobile.alertus.com**. The subject line should say **"Confirm your Account"**.
4. Click on the email verification link to verify your account
5. Select your campus location then click on Continue. Set up complete

