# Everbridge Quick Guide

CRC Facilities Free Text Notifications

1. Navigate to tinyurl.com/bu-alert

2. Click "Go To Login Page," you will be directed to a standard BU login page, enter your BU username/Kerberos password to log into the system. You may be prompted to authenticate a second time through Duo.

3. In the header of the page hover over "Incidents," then click "+ Launch Incident" to create a new incident.

4. In the list of templates on the left-hand side of the page, click "Facilities" and then select "CRC – Free Text - EMERGENCY" for **EMERGENCIES ONLY** otherwise select "BCRC – Free Text - SCHEDULED."

5. Update the message subject to reflect the subject of the notification and date. *Note: if the work is happening overnight, please include both dates in the subject line* (e.g. 3/14/22-3/15/22).
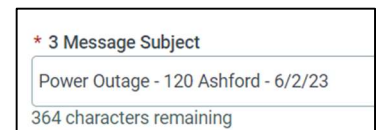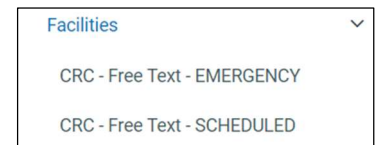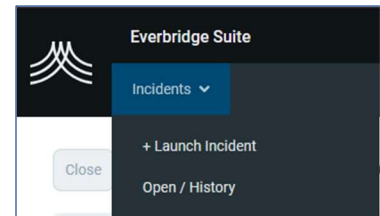
   For multiple addresses, use the general area, or street name (e.g. Construction Activity - South Campus – Date)

   Note: If you get a warning for the SMS message [Email/Fax | 0 - SMS ⚠ ⓘ]*, this can be ignored as the system will compensate for the length of the SMS message by sending a link to all recipients.*

6. In the "Free Text Message" field enter the body of the message.

7. If this is a SCHEDULED message, in the next field, please enter the message approver. If this is an EMERGENCY message, this field is not used and you can skip to the next step.

8. Click the <u>Next</u> button [Next >] at the bottom of the page.

9. Scroll down to Contacts and click "Rules."

10. In the search box of the window that opens, type the address(es) of the buildings you are sending the notification to. Once you have located the building in the list, click the checkbox next to the building name.

    Repeat this step for each building you are sending the message to.

    Note: The CRC Building & Infrastructure group will always be preselected and will receive all notifications regardless of building.

11. Once you have added all the contacts to the message. Click the <u>Review and Send</u> button at the bottom of the page.

12. On the "Review and Send" page, read through the text of the message to ensure grammar and spelling are correct and all information (dates, buildings affected, etc.) was entered accurately. After reviewing, click the "Send" button at the bottom of the page to send the notification and open the incident.