*CatAlert* Registration Information for Guests
Summer 2015

*CatAlert* is an emergency notification system that notifies faculty, staff, students and others of critical information and situations affecting campus through the use of text messages, voice messages to multiple phone numbers, email, and more. This system makes immediate notifications across campus without delay.

*CatAlert will be the primary means of communication with you and your group in the unlikely event of an emergency that threatens the safety of the Linfield Community. We encourage you and others responsible for the safety and wellbeing of your group to sign up to receive these alerts during your stay.*

To sign up for these alerts you must complete the following steps.

*NOTE: ALL steps must be completed, or your account will not be properly configured.*

2. Fill out the form that appears and choose Continue.
3. You will receive a confirmation email in the account you provided on the previous form. Click the link in that email and provide answers to the security questions on the page that comes up. When you’re done with this step click Save.
4. You will see a confirmation page, but you’re NOT done yet. Click Login.
5. The first time you login you will be presented with a screen to associate your account with Linfield College. Enter the ID number **1858** and choose Submit.
6. Next enter the email address myconnect@linfield.edu and choose Submit.
7. Choose Associate to link your account with Linfield College.
8. Follow the prompts to enter/verify your contact information. (The Outreach Subscription option is used for non-critical/life-threatening notices such as weather related closures).
9. Once all contact information has been verified/added you have completed the process.

At the conclusion of your stay, your account will be disassociated with Linfield College and you will not receive any *CatAlert* notifications. You can delete your account by following these steps:

1. Login to your account at [http://catalert.bbcportal.com/](http://catalert.bbcportal.com/)
2. In the upper right corner click on your user name, and then click user settings.
3. Choose Reset Account to remove your information from the system.

For assistance with signing up to receive alerts from *CatAlert*, please contact Linfield College Public Safety at 503-883-7233.