BSD Employees

Entering Contact Information in Member Portal

SUMMARY

Enter your work and personal contact information in the Everbridge Member Portal website. In case of emergency, the emergency notification system, *Everbridge*, will alert you using this information.

STEP BY STEP

- 1. Open this link to access the Member Portal Website to enter your personal information: https://member.everbridge.net/index/453003085613840
- 2. To login to the member portal, click the green button to "Use my network credential".

User Name	
Password	Forgot password
Password	
Keep me signed in (Uncheck if on a shared computer)	

3. This will take you to the CNET Single Sign On (SSO) Authentication page. Login with your CNET user ID and Password. If applicable, authenticate with your Duo Login Application.

Sign In		Device: 105 (XXX-XXX-2283) Choose an authentication method	
.ogin to sso.everbridge.net		Duo Push Recommended	Send Me a Push
CNetID / UCHADID:	What is this? C ⁴ <u>Need help?</u>	🛞 Call Me	Call Me
Hospital Employee?	Powered by Duo Security	Passcode	Enter a Passcode
Password: Forgot your password?		Remember me for 30 days	
Login			
Signing in allows you to access multiple University of Chicago web applications while entering your CNetID and password only once. To end your session, simply close your browser.			
Questions? Contact the IT Services Service Desk by phone at 2-5800 773-702-5800), via email at itservices@uchicago.edu, or get walk-in			
elp at the TECHB@R on the first floor of Regenstein Library during eference desk hours http://hours.lib.uchicago.edu/.			
lumni account holders may contact alumnitechsupport@uchicago.edu			

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- 4. After login, you will be taken to the Home page where any pre-populated information will appear. This information can be changed/added by clicking "Edit".
- 5. The (3) sections you can edit are: My Profile, My Locations, and My Information.

My Profile My Locations My Information

In My Profile, you can add/edit your phone numbers and e-mail addresses. In My Locations, you can add/edit your home address. In My Information, you can add/edit your primary building work location.

Important: In order for the system to work properly, you must have the correct phone numbers entered to the appropriate field. For example, work phone should only have your dedicated office phone entered if applicable. If you do not have an assigned work phone, leave the field blank.

6. Click Save after editing each section. Return to the Home page with the navigation links on the top right hand corner of the page. You can also access the Overview and view the Frequently Asked Questions.



7. You have now successfully updated your contact information in the event of an emergency.

For any questions or concerns, feel free to contact Sarah Smith, Executive Director Business Continuity at <u>sarah.smith@uchospitals.edu</u> or call 773-702-5143.