## 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".
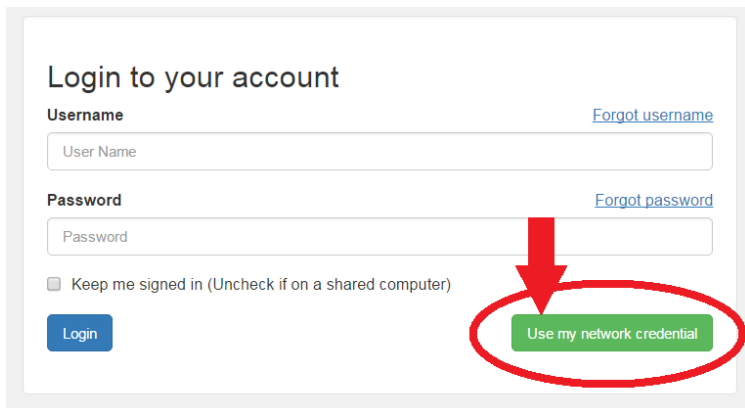

3. This will take you to the CNET Single Sign On (SSO) Authentication page. Login with your CNET user ID and Password. If applicable, authenticate with your Duo Login Application.

Produced by: Business Continuity Office
Revised: 01/19/2017
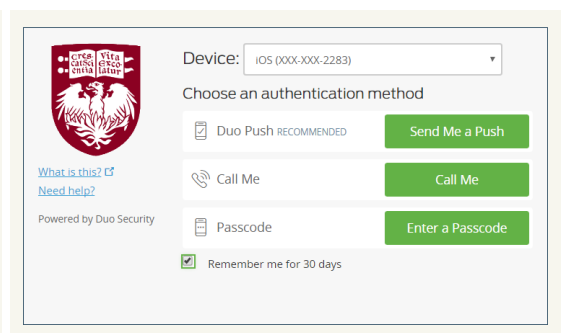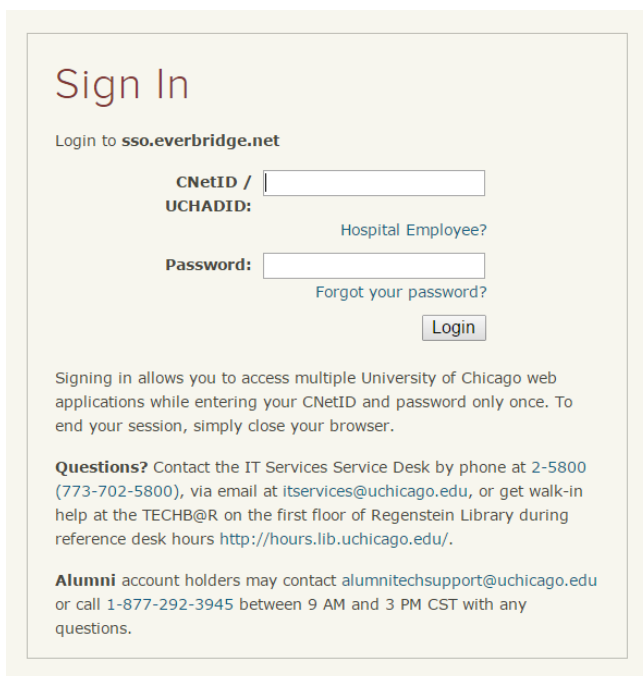
4. After login, you will be taken to the Home page where any pre-populated information will appear. This information can be changed/added by clicking "Edit".

5. The (3) sections you can edit are: My Profile, My Locations, and My Information.
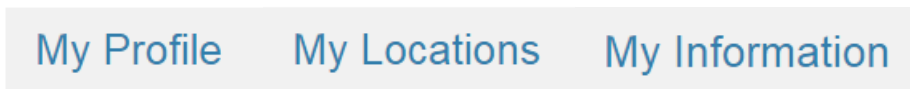

In My Profile, you can add/edit your phone numbers and e-mail addresses.
In My Locations, you can add/edit your home address.
In My Information, you can add/edit your primary building work location.

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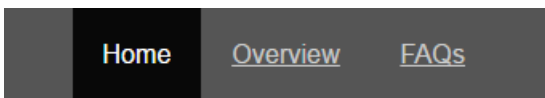
7. You have now successfully updated your contact information in the event of an emergency.

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