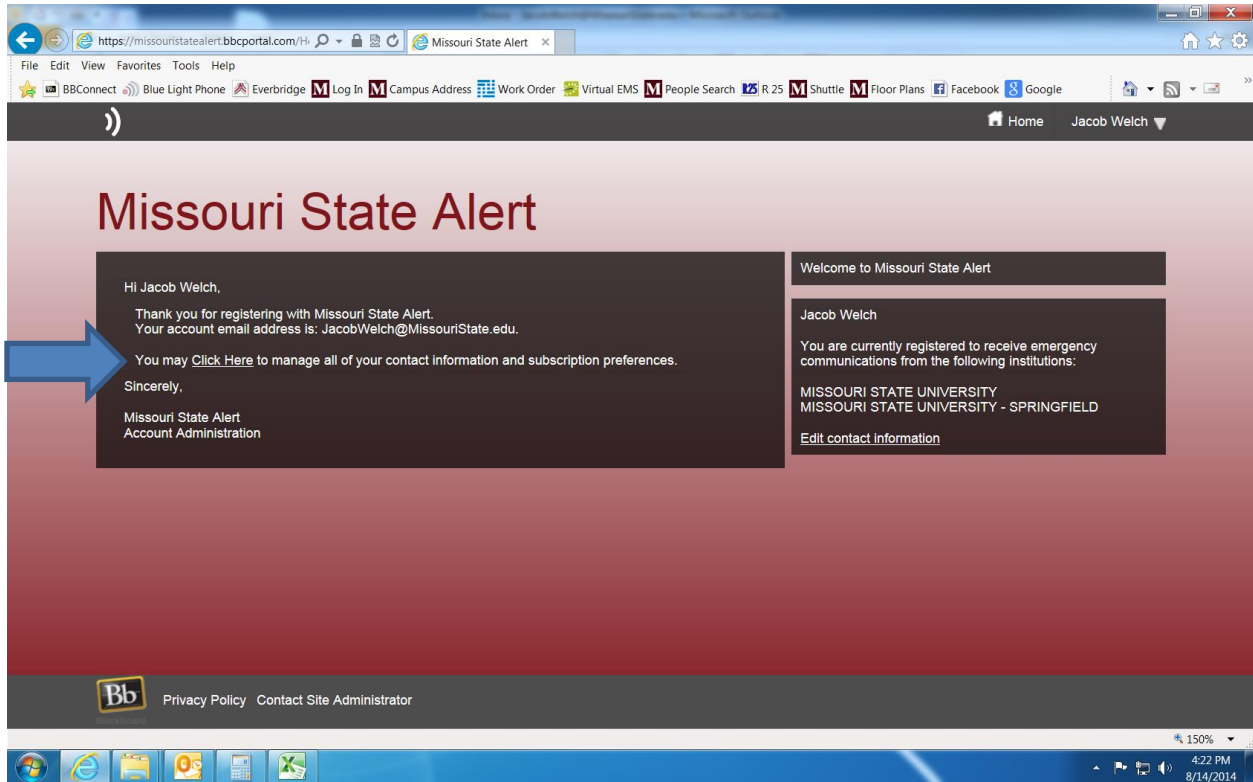
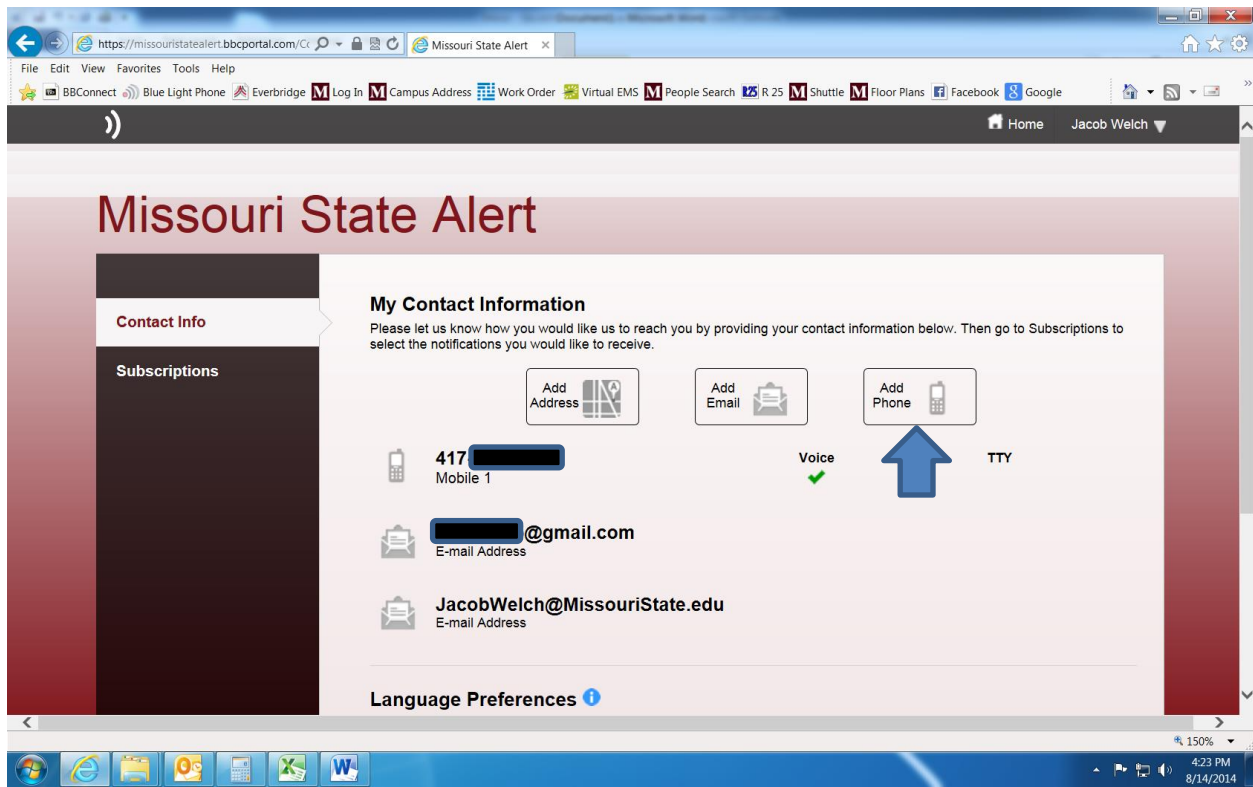


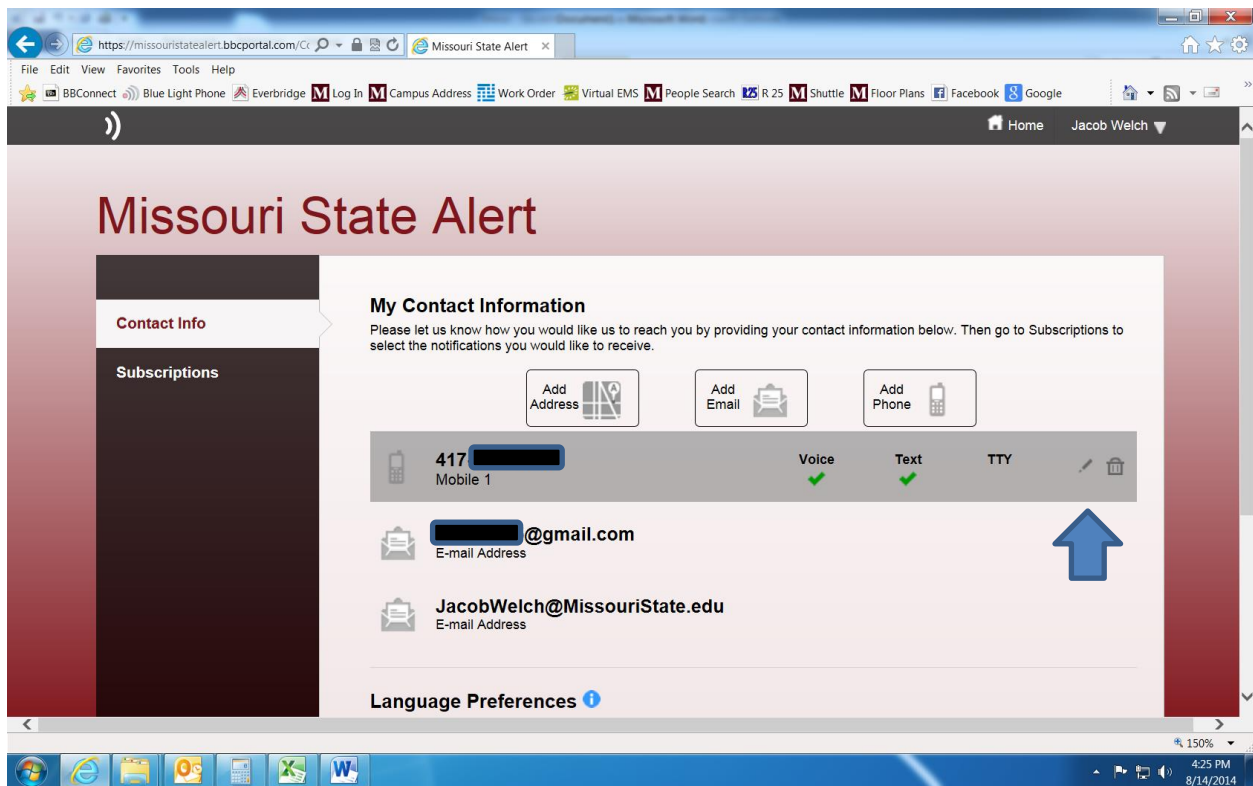
How to Change Contact information, Opt Out, or Change Subscriptions in the Missouri State Alert System.



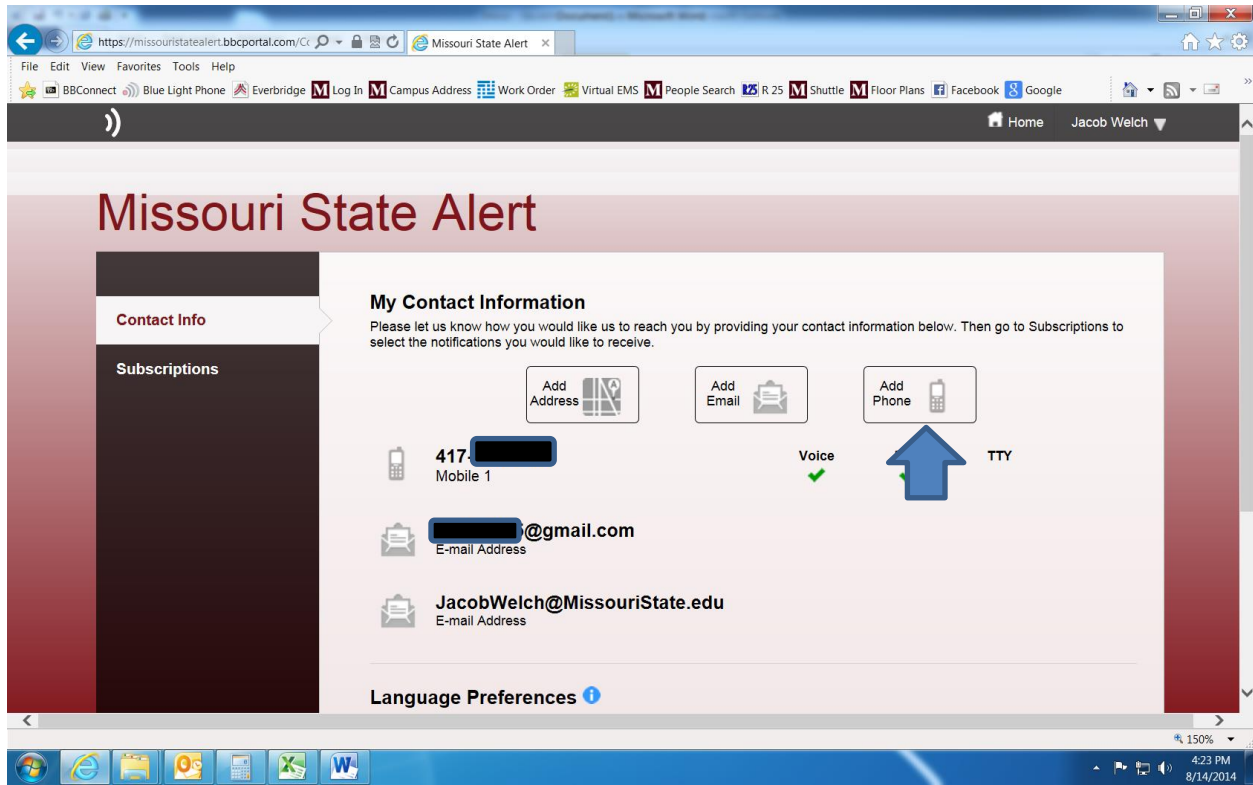
From the Home screen to change contact information or opt out click the link indicated by the arrow above.



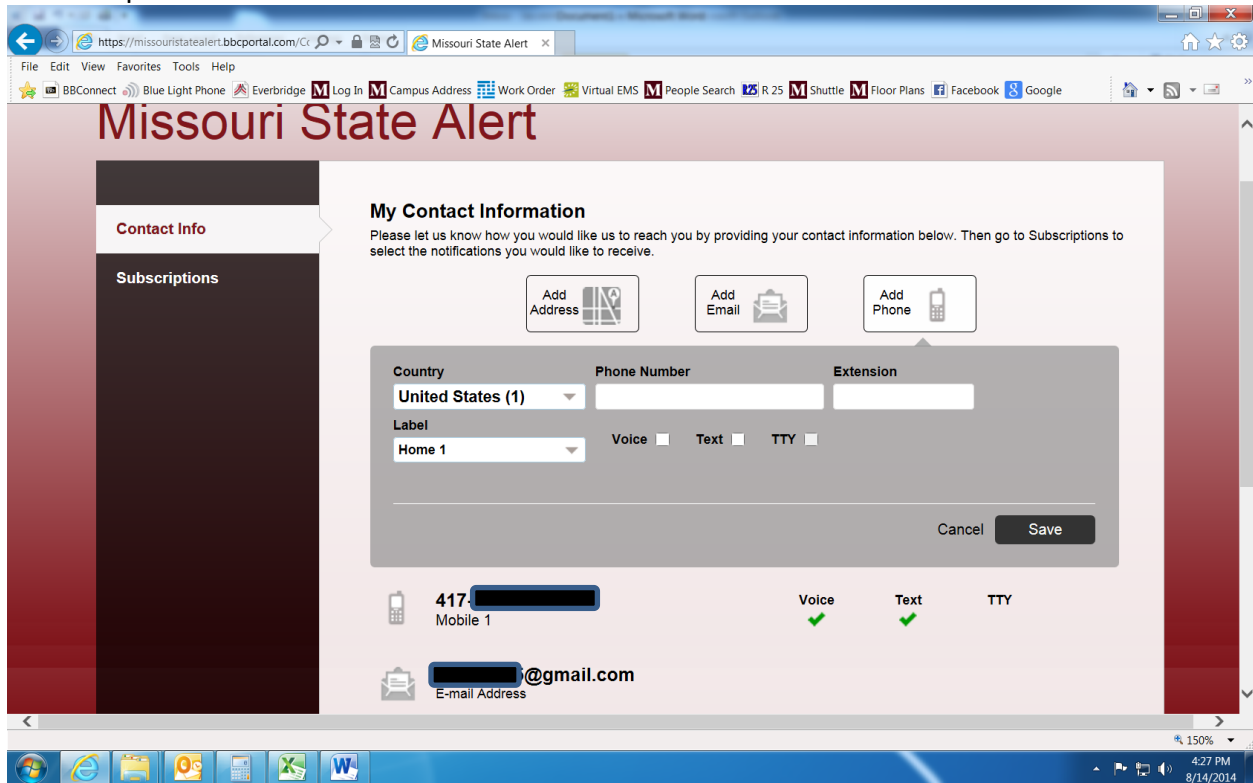
To Delete a Number Hover over the phone number listed



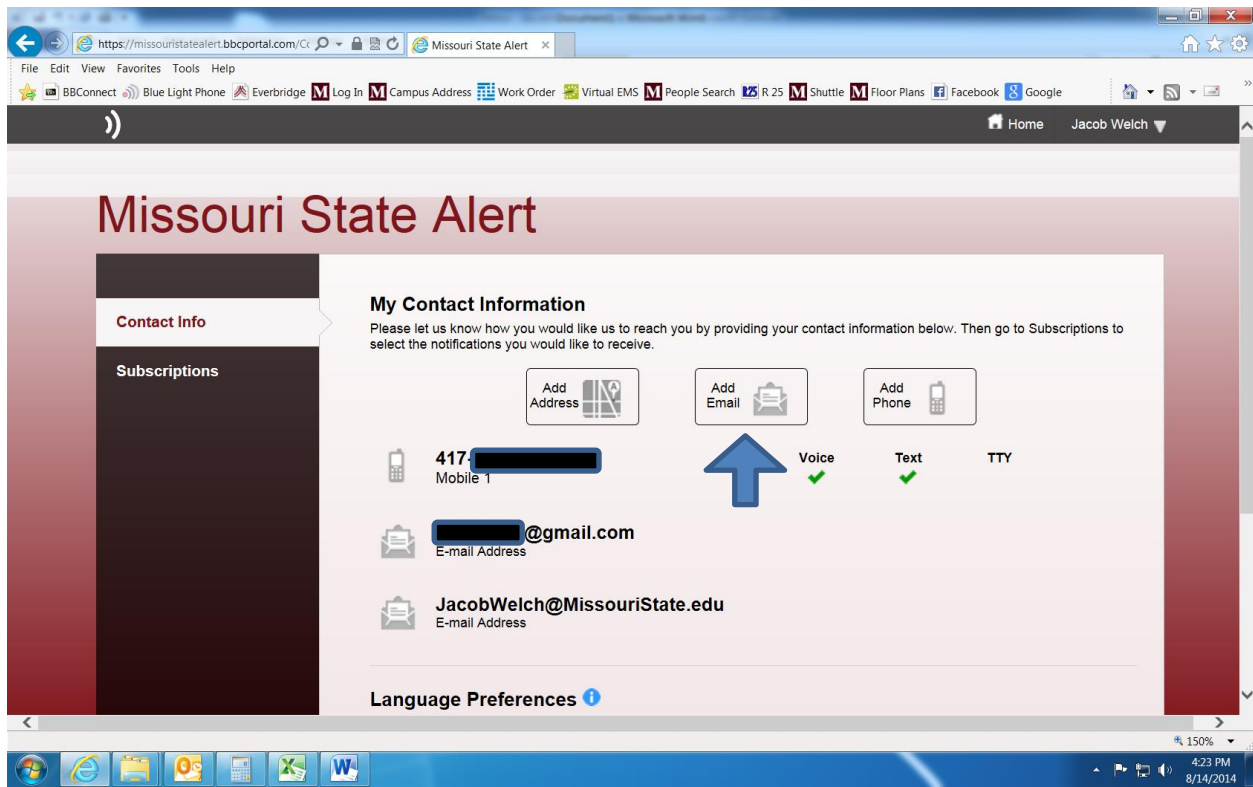
Click the Trash Can icon to the right to delete or the Pen icon to edited the information.



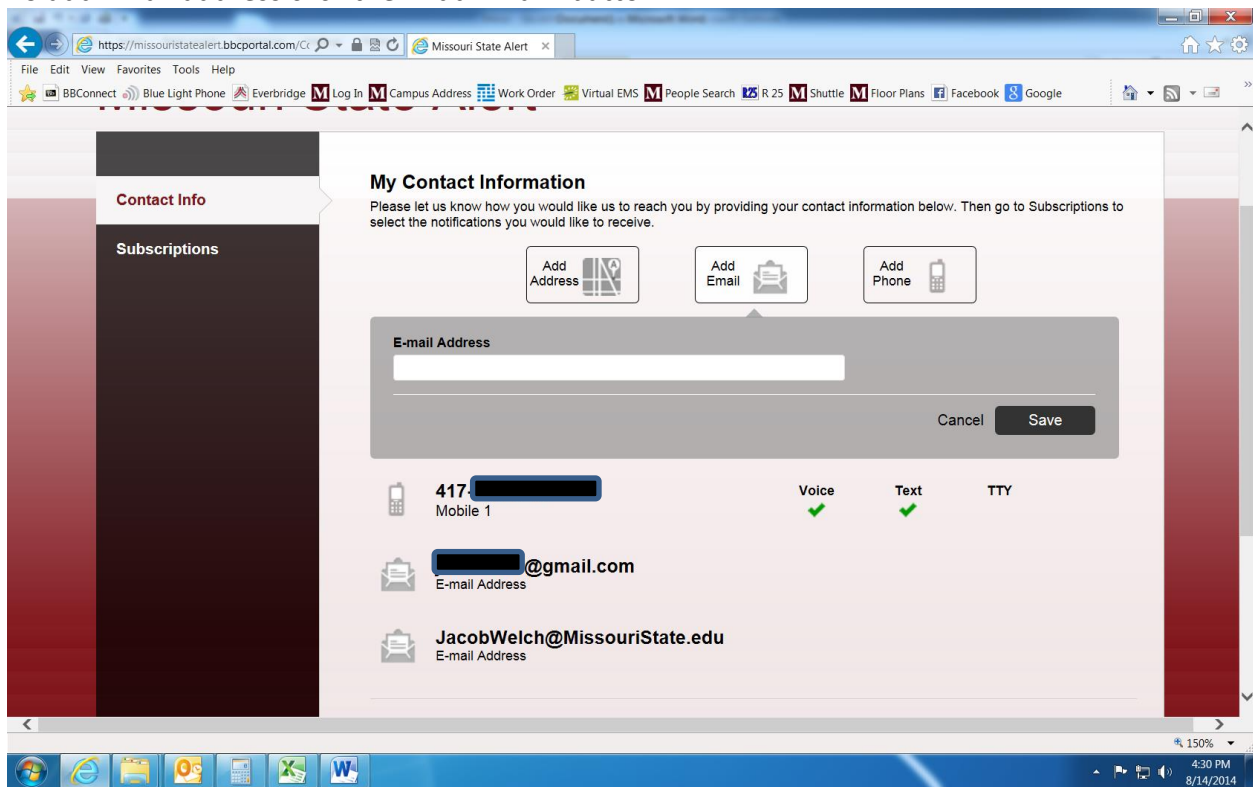
To add a phone number click the "Add Phone" button



Enter the telephone number you want to add WITHOUT any special characters (NO hyphens; NUMBERS ONLY). Select if you want to receive voice calls, text messaging, or both to this device. Select the label that is appropriate for this number. And click "save"



To add Email address click the “Add Email” button



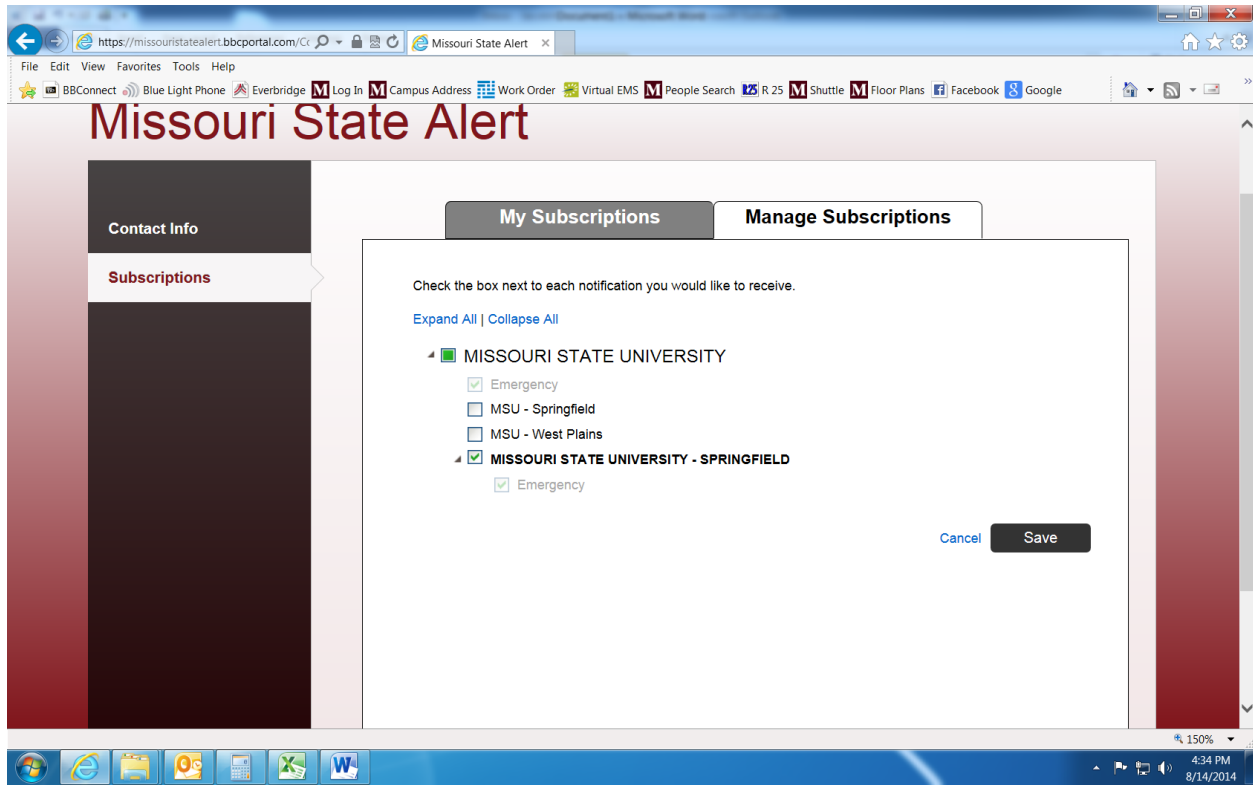
Enter the email address you would like to add and click save.

To Opt Out

The screenshot shows a web browser window with the URL <https://missouristatealert.bbcportal.com/Cr>. The page title is "Missouri State Alert". On the left side, there is a navigation menu with "Contact Info" and "Subscriptions". A blue arrow points to the "Subscriptions" link. The main content area has two tabs: "My Subscriptions" and "Manage Subscriptions". A blue arrow points to the "Manage Subscriptions" tab. Below the tabs, there is a section titled "Tell us how you would like to be reached. To indicate your preferences, mouse over each notification to edit." This section contains two rows of notification preferences. The first row is for "MISSOURI STATE UNIVE..." and the second row is for "MISSOURI STATE UNIVERSITY - SPRINGFIELD". Each row has three columns representing different notification methods: a phone icon, an envelope icon, and a mobile phone icon. Each icon has a checkmark below it, indicating that notifications are currently enabled for all three methods for both entities.

Entity	Phone	Envelope	Mobile
MISSOURI STATE UNIVE...	✓	✓	✓
MISSOURI STATE UNIVERSITY - SPRINGFIELD	✓	✓	✓

To opt out of receiving ANY notifications click "Subscriptions" on the left side, then "Manage Subscriptions" tab.



Now “uncheck” any subscriptions that you do not wish to receive and click save.

To subscribe to additional campuses, check mark the campus you want receive notifications for and click save.