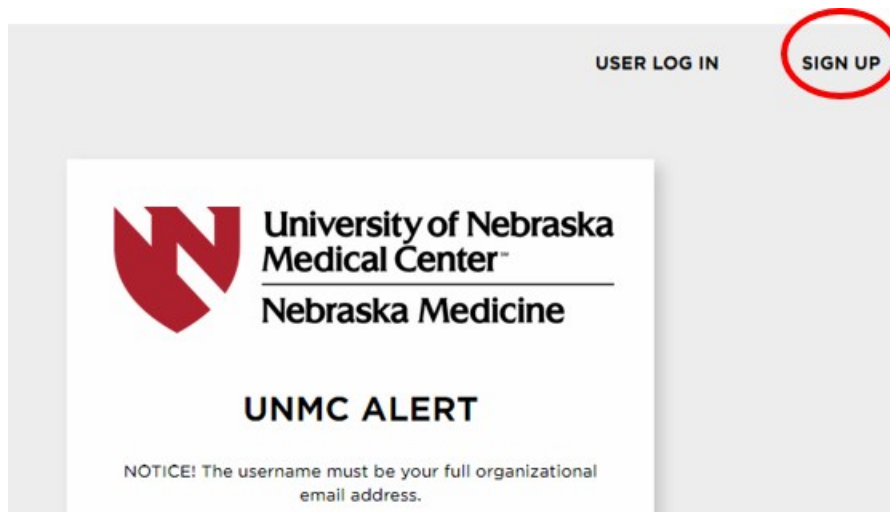**Sign-Up Instructions for people who do not have an account:**

#1: Go to **unmc.omnilert.net**

#2: Click "Sign Up" in the upper righthand corner.

#3: You **MUST** use your organizational (work) email address as your user name or your account will be deleted.

NOTE: If it says your username is not available it means you already have an account. DO NOT CREATE A NEW ACCOUNT THAT DOES NOT USE YOUR ORGANIZATIONAL EMAIL AS IT WILL BE DELETED. Use the "forgot password" link on the previous screen to have the system send you a link to your account password if you do not remember it.

#4: Fill in remaining information boxes and choose which groups you would like to receive alerts from.

#5: Once you check 'agree to terms of use' click create account.

#6: Enter information such as cell phone number & cell service carrier, email, voice numbers.

#7: Acknowledge receipt of activation messages.

#8: If you are a part of any private groups such as department staffing group, incident command, etc., let the group administrator know so they can add you to the group.