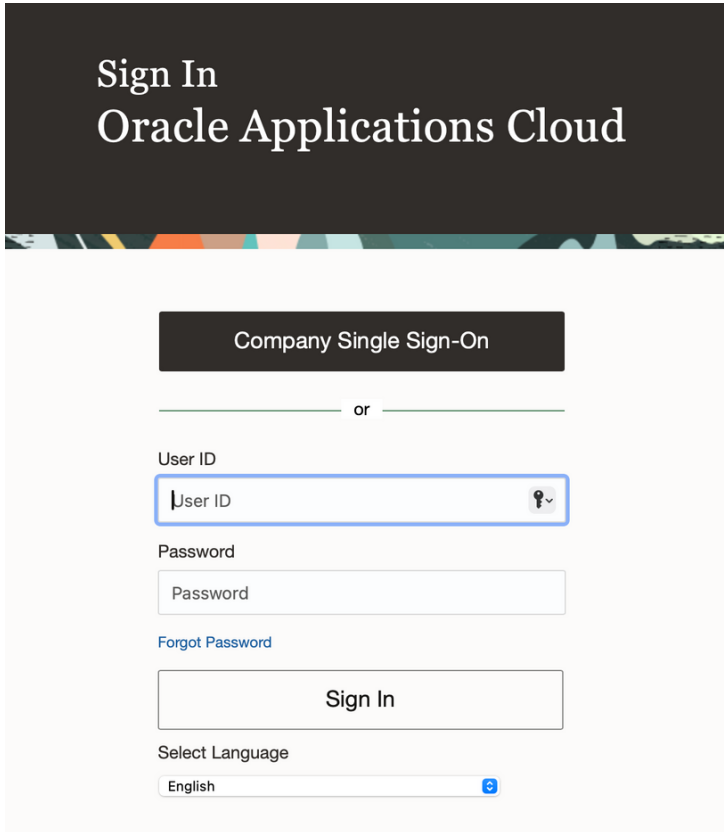


Facilities Alert Notifications (FAN) Instructions

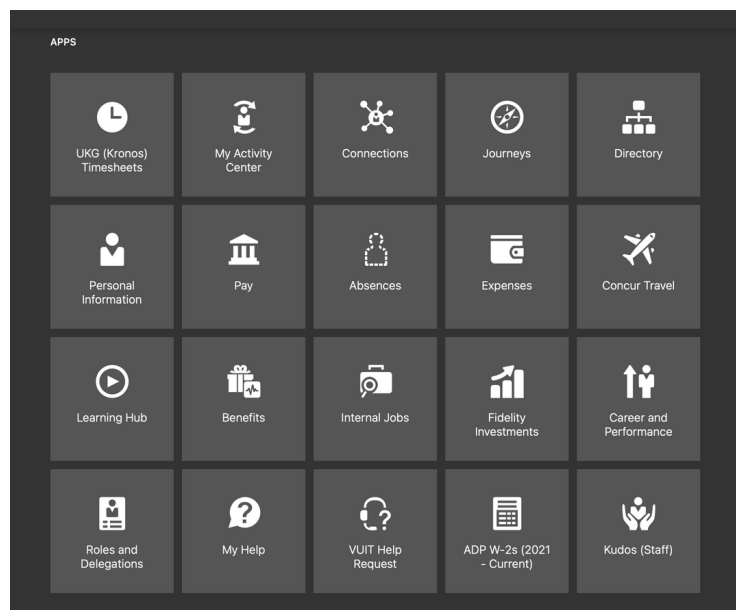
1. Log into your Oracle Cloud account through **SkyVU** using your **VUNet ID** and **password**.



The image shows the Oracle Applications Cloud Sign In page. At the top, it says "Sign In Oracle Applications Cloud". Below this is a "Company Single Sign-On" button. A horizontal line with "or" in the center separates this from the login fields. There are two input fields: "User ID" and "Password". The "User ID" field has a blue border and a dropdown arrow on the right. Below the "Password" field is a link that says "Forgot Password". At the bottom of the login section is a "Sign In" button. Below the "Sign In" button is a "Select Language" dropdown menu with "English" selected.

2. Click the menu button, select **"Me"** and then choose **"Personal Information"** from the Navigator Menu

3. Select **"Personal Information"**



4. Scroll down and expand the **"Biographical Info"** section

5. Enter information in AlertVU Mobile A, Mobile B, Landline and/or Personal Email boxes.

AlertVU Mobile Phone A

AlertVU Mobile Phone B

You must enter a cell phone number for mobile A and/or B to receive text alerts for BE Alert.

Voice = only applies to AlertVU
Text = AlertVU & BE Alert

Options apply to both Telephone A & B

AlertVU Additional Contact (Landline or Personal Email)

Your Vanderbilt email address is automatically uploaded into the system. You may add a personal email or phone here.

6. Click **“Submit”**

Sign up for FAN

1. Click on the link below and select **“Sign in with SSO credentials”**

<https://member.everbridge.net/453003085616462/login/sso>

Single Sign On (SSO)

Sign in with SSO credentials

or

[Sign in with Username & Password](#)

2. Select **“Edit”** in **“My Subscriptions”**

3. Select the drop-down for **“VU Facility Alert Notification”** and then **“Facilities”**

My Subscriptions

Checking or unchecking a subscription will also apply that change to any subgroups within that subscription.

Alert Subscriptions

☐ VU EOC Weather Messaging

☒ VU Facility Alert Notification

☒ Facilities (189)

Cancel

Save

4. Select the buildings you would like to receive notifications for

☒ VU Facility Alert Notification

☒ Facilities (187)

☒ 1025 16TH AVE S - 288

☒ 1110 19th Avenue S - 276

☒ 1202 18TH AV S - 171

☒ 1208 18TH AV S - 157

☒ 1208 18TH AV S R -157A

☒ 1310 CLINTON ST - 259

☒ 1817 PATTERSON ST - 568

☒ 18TH AVE CHILDCARE - 277

☒ 208 24TH AVE S * - 86

☒ 25TH AVE STAFF GAR - 242

☒ 401 24TH AV S AX - 39B

☒ 625 CHESTNUT COM - 201A

5. Select **“Save”**

***You will now receive FANs via text and/or VU
email for the selected buildings!***