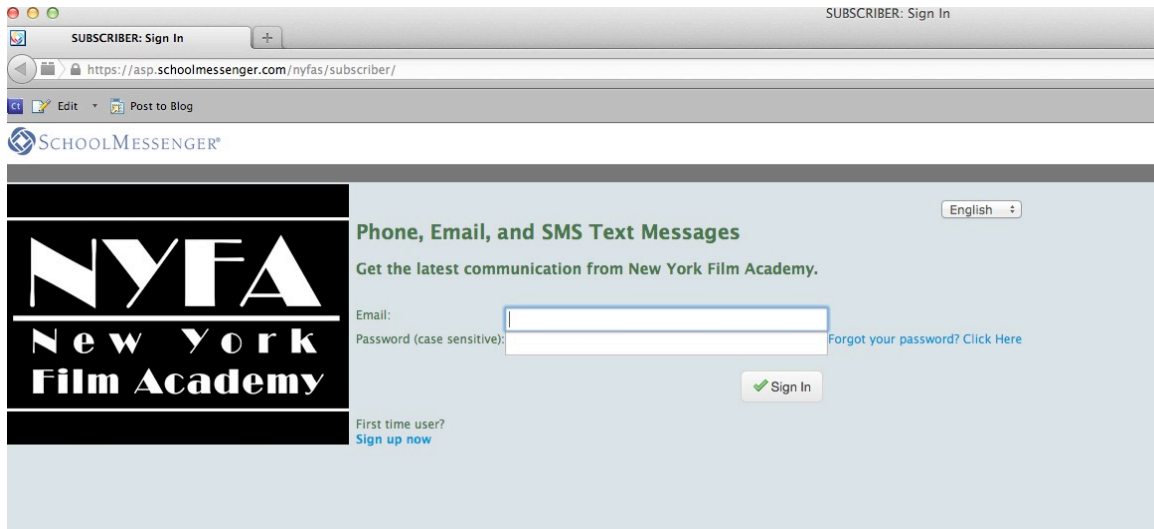
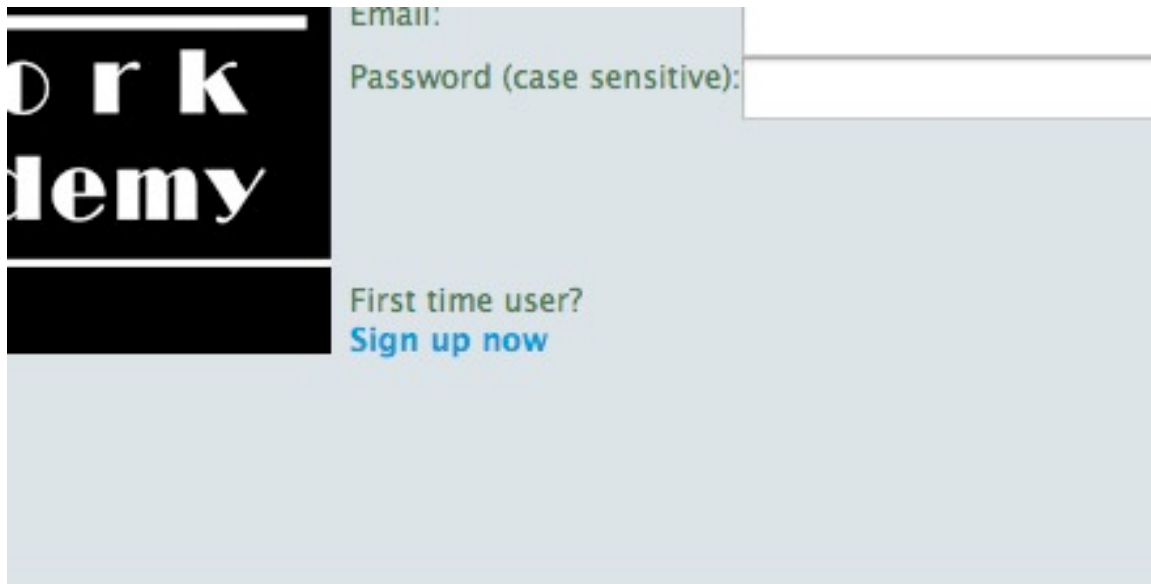


EMERGENCY ALERT SYSTEM REGISTRATION STEPS

1) Open <https://asp.schoolmessenger.com/nyfas/subscriber> in a web browser.



2) Click on the *First time user? Sign up now* link on the bottom left corner.




3) This will lead you to the *Create a New Account* page. Use your NYFA email to setup your account and select the *Create Account* button at the bottom left corner.

English

Create a New Account

Please complete this form to create your account. A confirmation code will be sent to activate your new account so a valid email address is required. Your password must be at least 5 characters long and cannot be similar to your first name, last name, or email address.

Captcha  Try Another

First Name

Last Name

Account Email

Confirm Email

Password

Confirm Password

Terms Of Service **Reliance Communications, Inc. Terms of Service**

1. **Product.** This agreement covers the Reliance Communications, Inc. Subscriber Self-Signup portal, an online communications application, and any new features that augment or enhance the current communications application. Reliance Communications, Inc. may update the content, functionality, and user interface of the Service from time to time in its sole discretion and in accordance with this Agreement.

2. **Terms of Service.** User acknowledges and agrees to the following terms of service. In addition, User agrees that unless explicitly stated otherwise, any new features that augment or enhance the Service will be subject to this Agreement.

2.1 **Email And Notices.** User agrees to provide Reliance Communications, Inc. with User's e-mail address to promptly provide Reliance

Accept Terms

[Return to Sign In](#)

4) Once the account is created you will be forwarded to the *Activate Account* page. An activation code will be sent to the NYFA email you provided. Enter the activation code on this page and the password you created on the previous page and hit *Submit*.

Activate Account

You should have received an email containing a confirmation code. Please enter it below along with your password.

Confirmation Code:

Password:

[Return to Sign In](#)

5) Once the account is activated, you will be directed to the SchoolMessenger site. Here select the *Contact Info* tab to personalize your account.

The screenshot shows the 'SchoolMessenger' interface with the 'Contact Info' tab selected. Below the navigation bar, there is a 'Notification Preferences' section and a 'Contacts' section. The 'Contacts' section contains a table with the following data:

| Contact Information | Type | Status | Actions |
|---------------------|-------|--------|---------------------------------|
| graduates@nyfa.edu | Email | Active | Account Email cannot be removed |

Below the table is an 'Add More' button.

6) Select the type of announcements you want to receive from NYFA. You can also select the campus you attend, program etc. Click the *Save* button at the bottom left of the page.

The 'Interests' form allows users to select the types of announcements they want to receive. It includes a lightbulb icon and the text: 'In addition to Emergency notifications, I would like to receive the following types of announcements:'. The form has several sections with checkboxes and radio buttons:

- Announcement Types:** Attendance (Attendance), General (General Announcements), Survey (Surveys)
- Organization:** New York, Los Angeles
- Language:** English, Español
- Program Type:** AFA, BFA, MFA/MA, One Year, Short Term, Two Year
- Department:** Acting, Animation, Broadcast Journalism, Cinematography, Documentary, Filmmaking, Game Design, Musical Theatre, Photography, Producing, Screenwriting

At the bottom left, there are two buttons: 'Save' (with a green checkmark icon) and 'Cancel' (with a red X icon).

7) To receive TEXT and VOICE alert: click the *Add More* button under *Contacts*.

Notification Preferences

Contacts

| Contact Information | Type | Status |
|---------------------|-------|--------|
| graduates@nyfa.edu | Email | Active |

Add More

8) Select *Phone Call* and/or *SMS TEXT*. Once you make your selection, hit the *Next* button and you will be prompted to enter a valid US phone number.

Add Contact Information

Progress

▶ Select Type

● Enter Contact Info

● Activate

Type ⚠ Phone Call

Phone Call and SMS Text

SMS Text

✖ Cancel

➡ Next

9) Once a valid number has been entered, click the *Next* button.

Add Contact Information

Progress

✔ Select Type

▶ Enter Contact Info

● Activate

Phone ⚠

← Previous

✖ Cancel

➡ Next

10) This page will give you details on how to verify your phone number. You will have to complete this step within 24 hours, if not, you will be required to repeat the phone activation process again.

You must follow these steps within **24 hours** to complete this addition to your account.

Progress

Select Type

Enter Contact Info

Activate

Print this page now

Step 1: You must call from the phone **(818) 295-2020** in order to verify your caller ID.
⚡ If your phone service has caller identification blocked, you must first dial *82 to unblock it for this call.

Step 2: Call **(855) 246-7522**

Step 3: When prompted, select option 2.

Step 4: When prompted, enter this activation code **753901**

Step 5: When the call is complete, log back into your account to edit your notification preferences.

← Done

11) Once you have verified your phone number, you are registered.