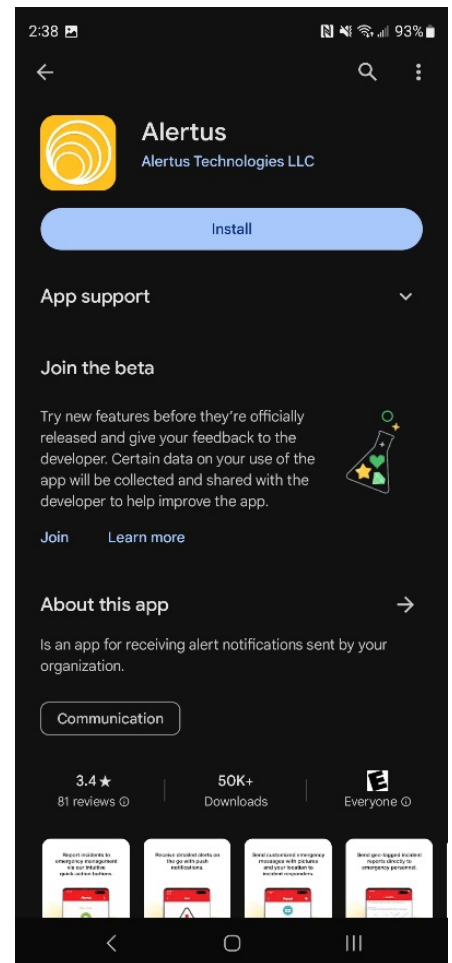# Mobile Security App for Android

Installation and Registration/Guide

The following procedure walks a user through the installation and registration of the Alertus Android App.
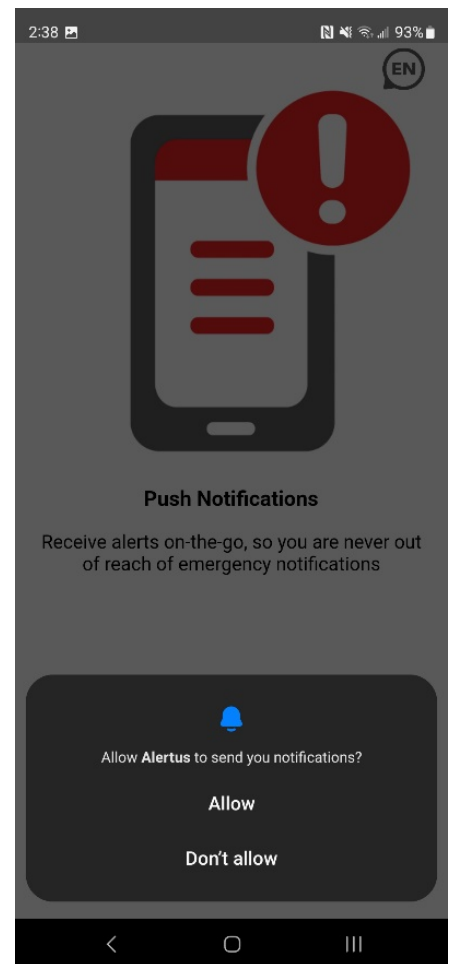
Fordham University Version number: 000004

*Please note: **ALL** configuration steps must be completed for the Request Help function to work properly, especially providing your full name and phone number. A picture and pertinent emergency notes are optional but helpful.
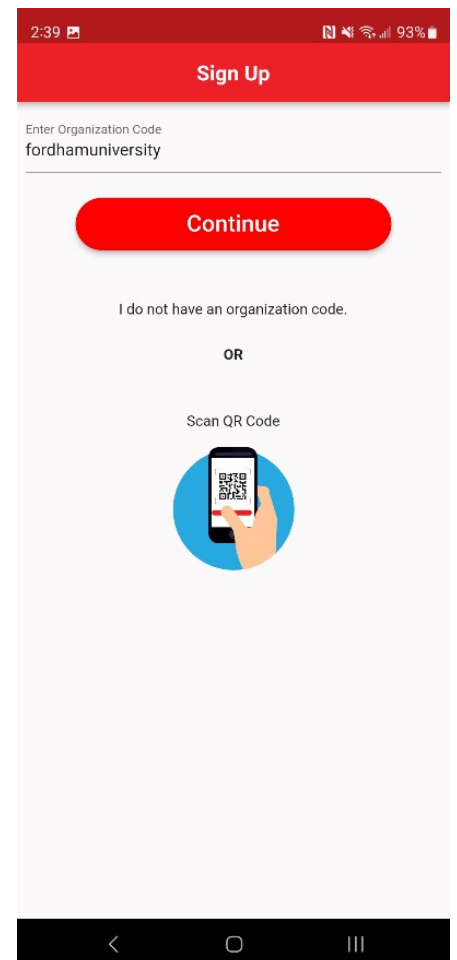
1. Download and install the Alertus Mobile Application from the Google Play Store. Please ensure you install the Alertus app with the yellow icon.
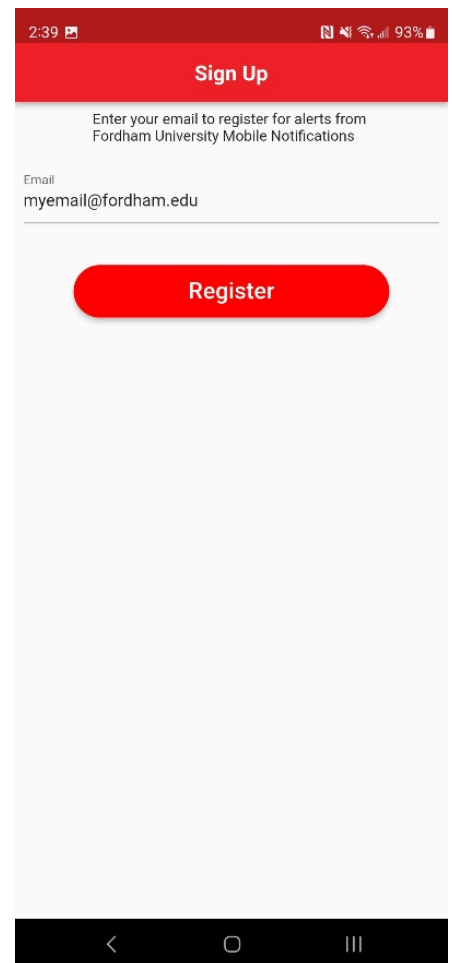
2. When prompted, select "Allow" to Allow Alertus to send you notifications and then click "Get Started".
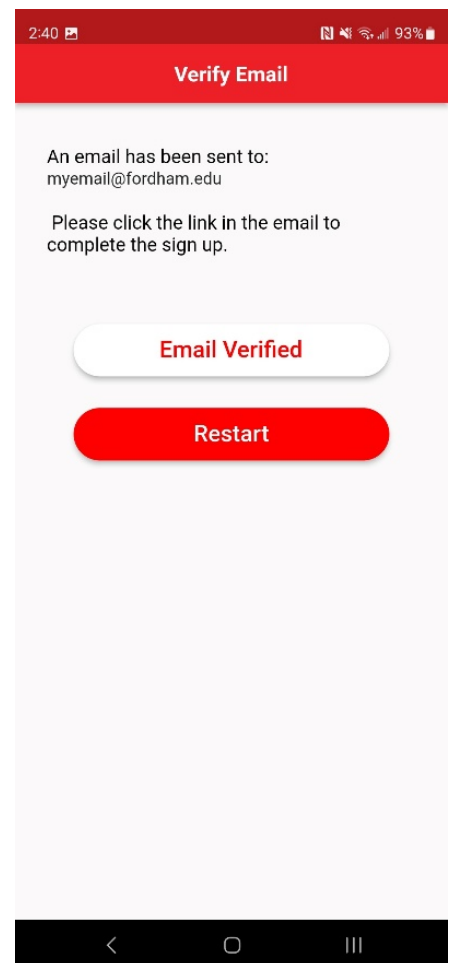
3. Enter **fordhamuniversity** in the **Organization Code box**, then click Next or scan the QR code below.
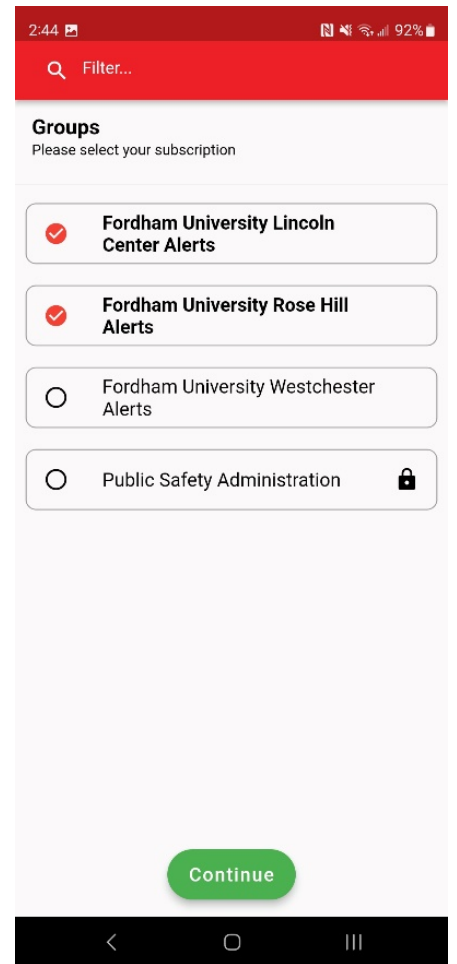
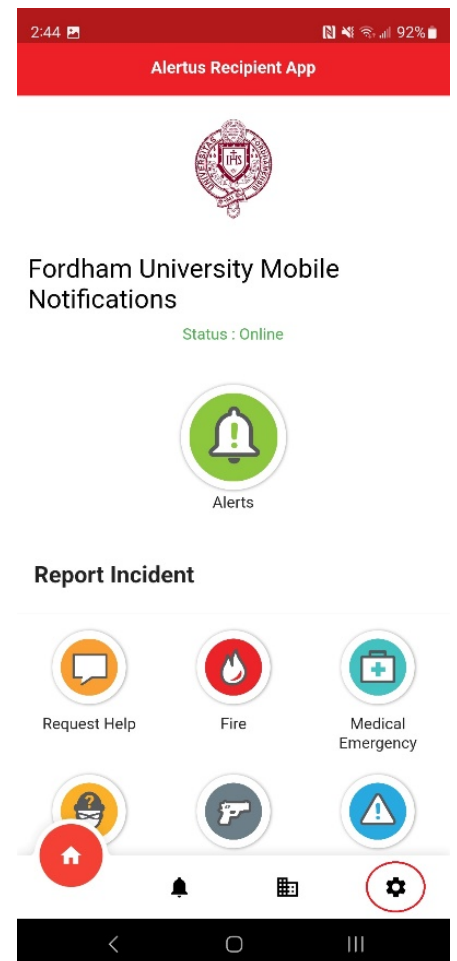4. Enter your Fordham University email address in the Email box and select "Register".

5. You will see the following screen and receive an email from noreply@mobile.alertus.com with a link you must click to complete registration.
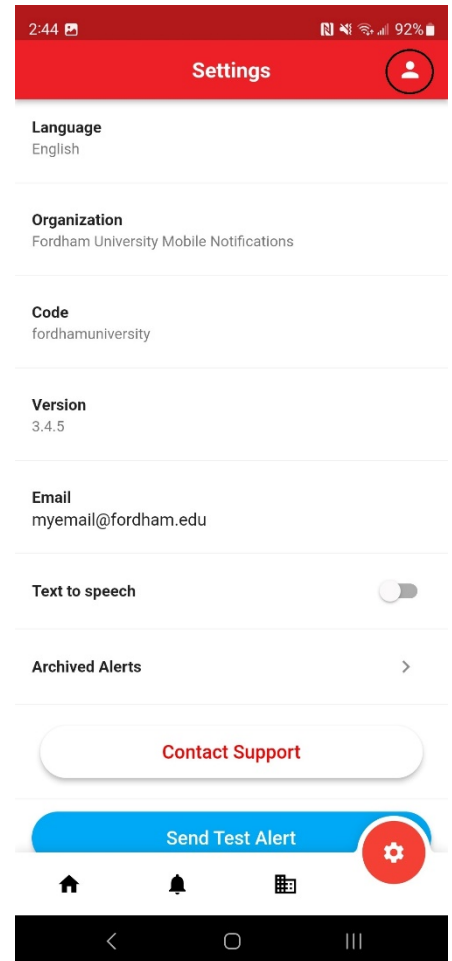
6. You will be prompted to select one or more locations to receive alerts for. This is recommended since some alerts may only be sent to specific locations. If you do not select any location, you will still receive alerts sent to the entire university community only. Do not select Public Safety Administration as this is reserved for Fordham University Public Safety Officials. Select Continue when finished.
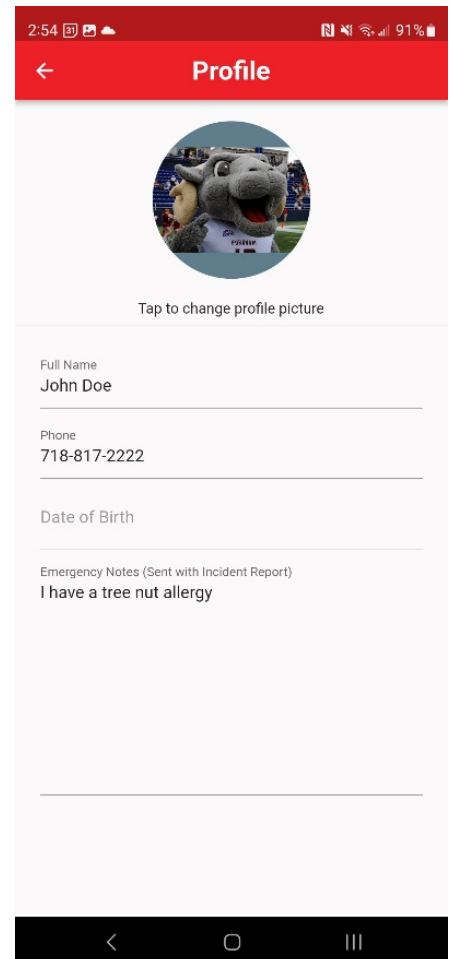
7. You will be taken to the application home screen. Please select the gear icon in the lower right corner.

8. Select the profile icon on the upper right-hand corner.

9. Enter your full name and mobile phone number. Remember, if these are not completed or inaccurate, Public Safety will be unable to contact you when you report an emergency. Optionally, you may upload a selfie to make it easier to identify you. The application cannot use your camera so you must take the picture using your built-in camera app. If you have any special conditions that may be important in the event of an emergency, please enter them in the Emergency Notes section. We recommend you do not enter your real date of birth. You can leave it blank or if you have already clicked on the box, it will populate "01-01-2020" and can be left as-is. Select the back arrow in the upper right corner when complete and the home icon to return to the main menu.

Important: the first time you report an incident, your phone will request location access. It is important that you allow precise location access while using the application. It is required that you select any one of the incidents immediately after installation is completed and allow location access so the process does not need to be completed during an actual emergency. **Do not click Send** as this will send an alarm to Public Safety (much like dialing 911). After allowing location access, please select the back-arrow in the upper left corner.

The Fordham University Mobile Security application is now installed, configured and ready to use.

In the event of an actual emergency where assistance from the university Public Safety Office is needed, select an incident type, optionally enter a message and or picture to be sent with the alert and then press Send.