# Mobile Security App for iPhone

Installation and Registration/Guide

The following procedure walks a user through the installation and registration of the Alertus iPhone 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.
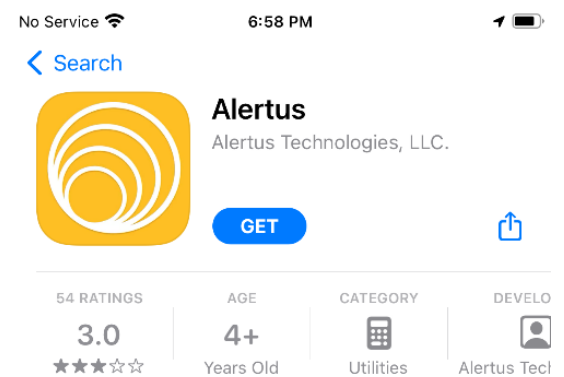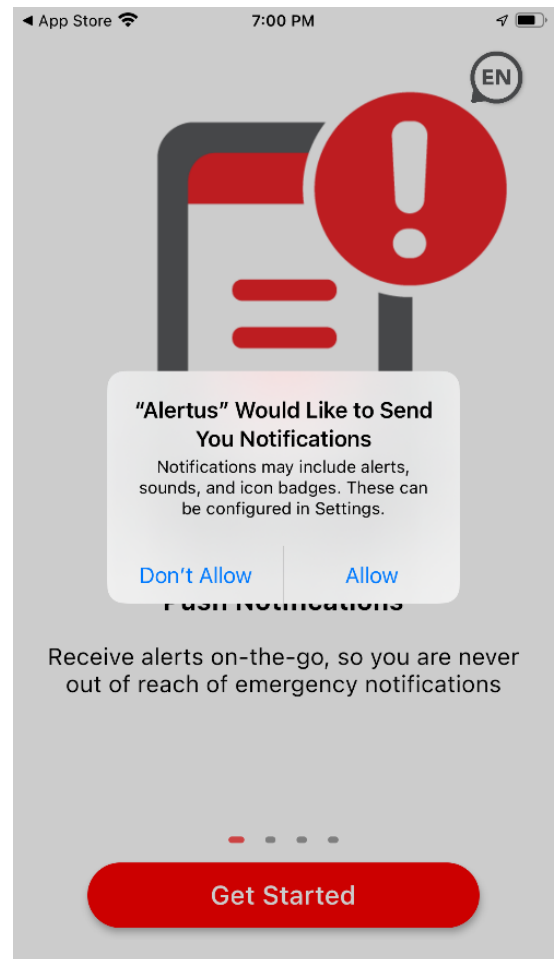
1. Download and install the Alertus Mobile Application from the App Store. Please ensure you install the Alertus app with the yellow icon.
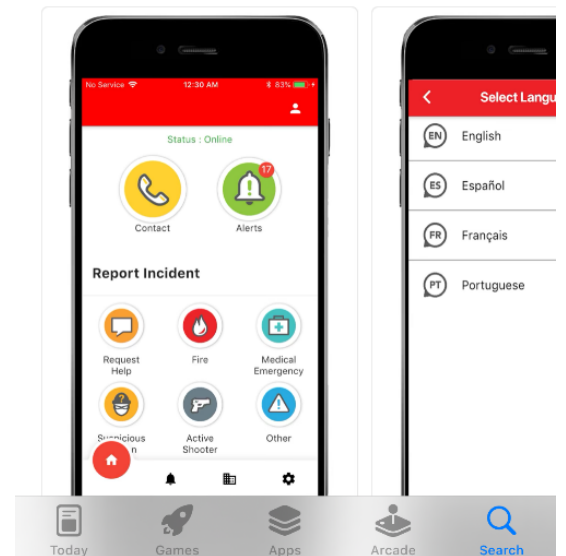
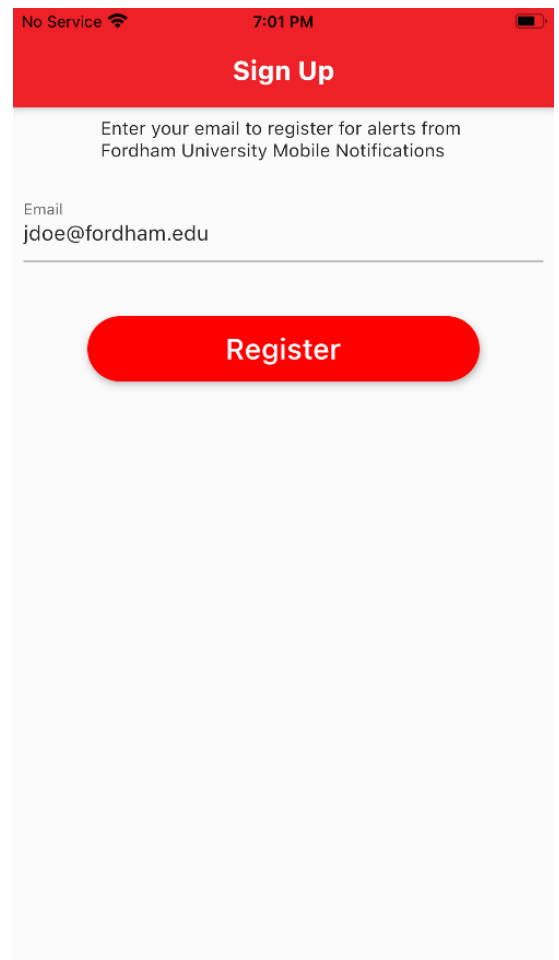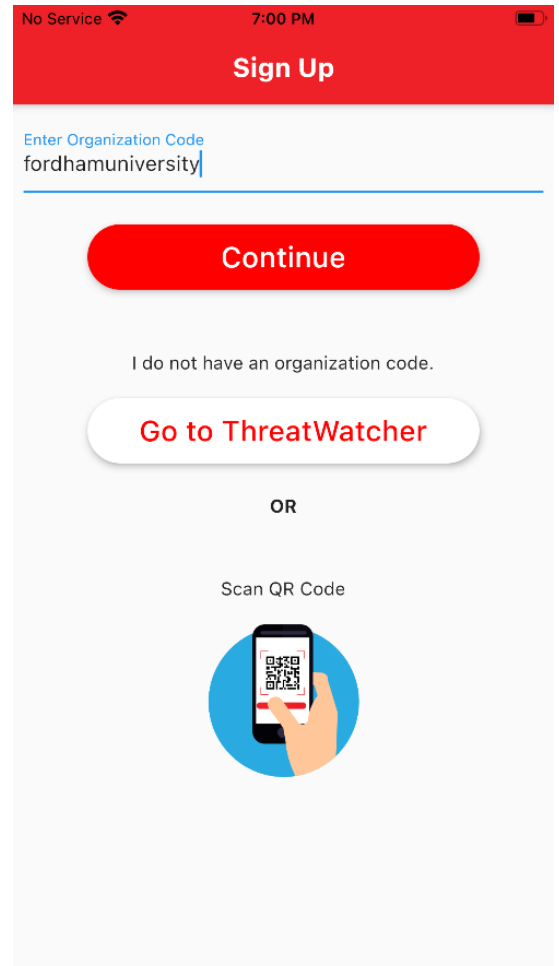2. When prompted, select "Allow While Using App" to Allow Alertus to use your location.
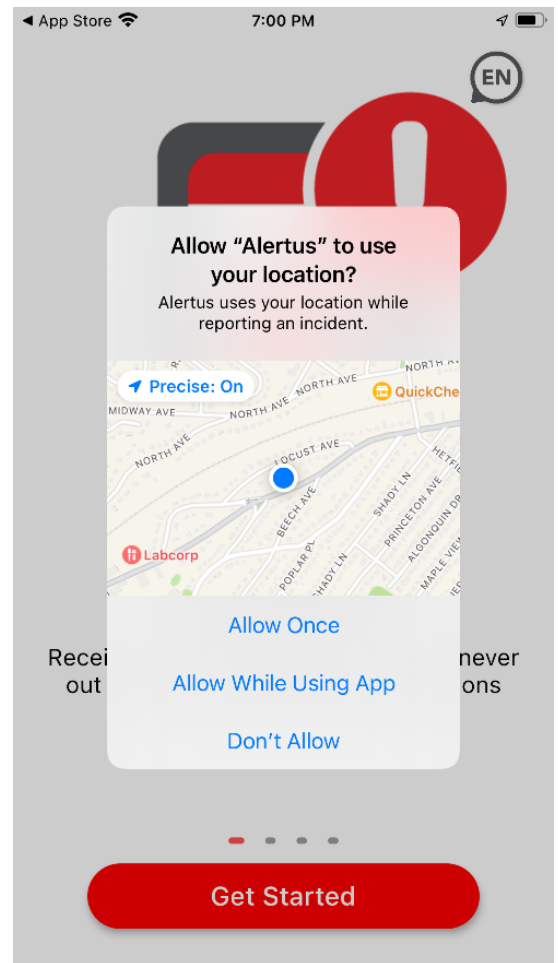
3. When prompted, select "Allow" when asked if you would like Alertus to send you notifications and then click "Get Started".
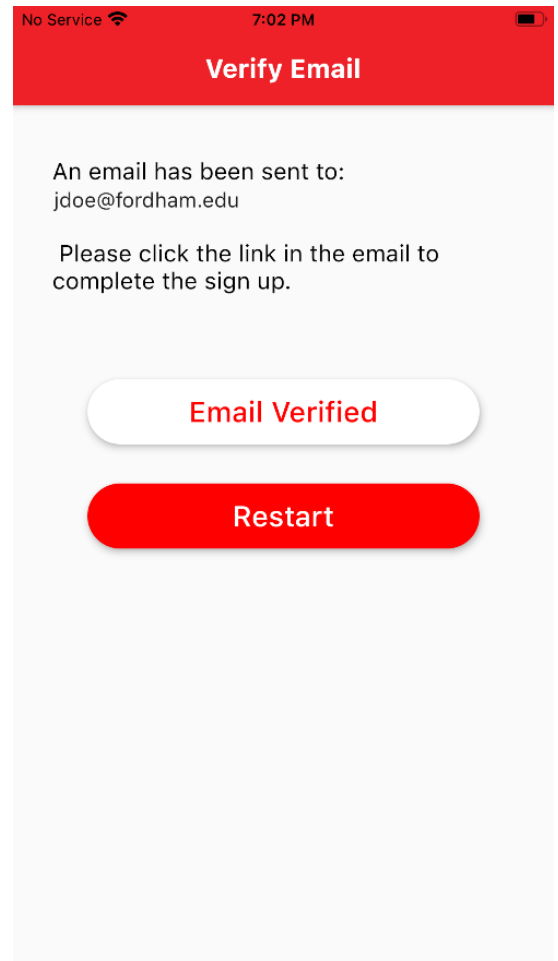
No Service 📶   7:00 PM   🔋

Sign Up

Enter Organization Code

fordhamuniversity

Continue

I do not have an organization code.

Go to ThreatWatcher

OR

Scan QR Code

4. Enter **fordhamuniversity** in the **Organization Code box**, then click Next or scan the QR code below.

No Service 📶   7:01 PM   🔋

Sign Up

Enter your email to register for alerts from Fordham University Mobile Notifications

Email
jdoe@fordham.edu

Register

5. Enter your Fordham University email address in the Email box and select "Register"

Verify Email

An email has been sent to:
jdoe@fordham.edu
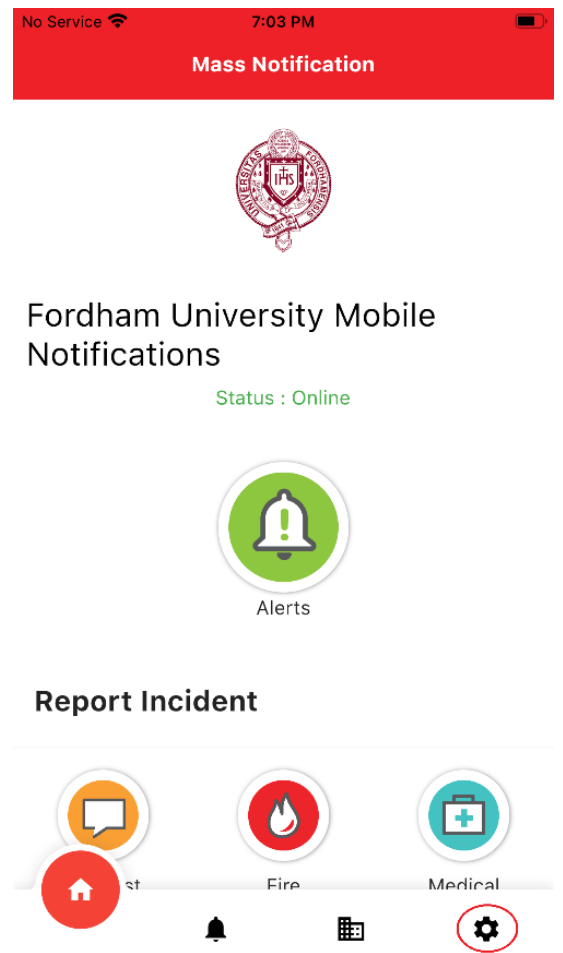
Please click the link in the email to
complete the sign up.

Email Verified

Restart

6. You will see the following screen and receive an email from
noreply@mobile.alertus.com with a link you must click to complete
registration.

'

Q Filter...

Groups
Please select your subscription

○ Fordham University Lincoln
Center Alerts

✓ **Fordham University Rose Hill
Alerts**

○ Fordham University
Westchester Alerts

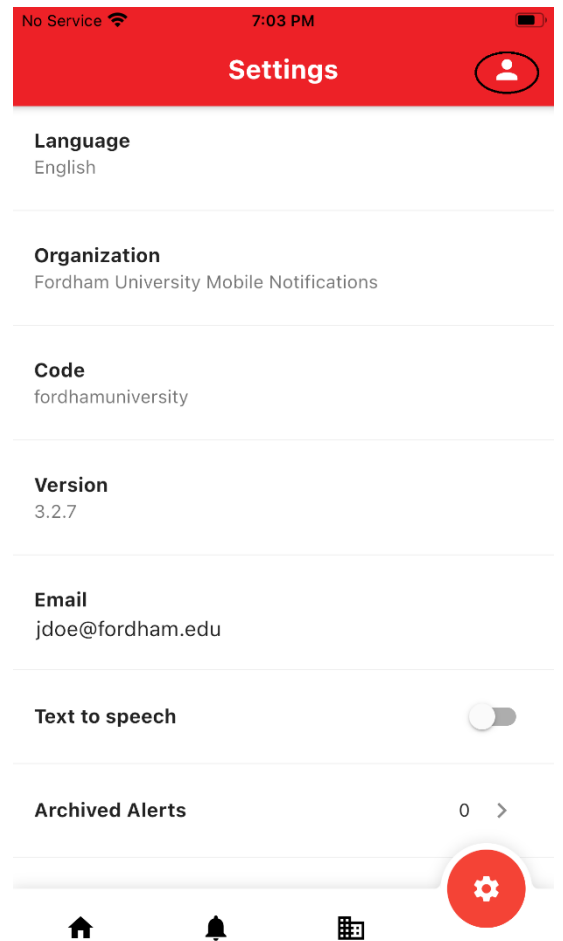○ Public Safety Administration 🔒

Continue

7. 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.
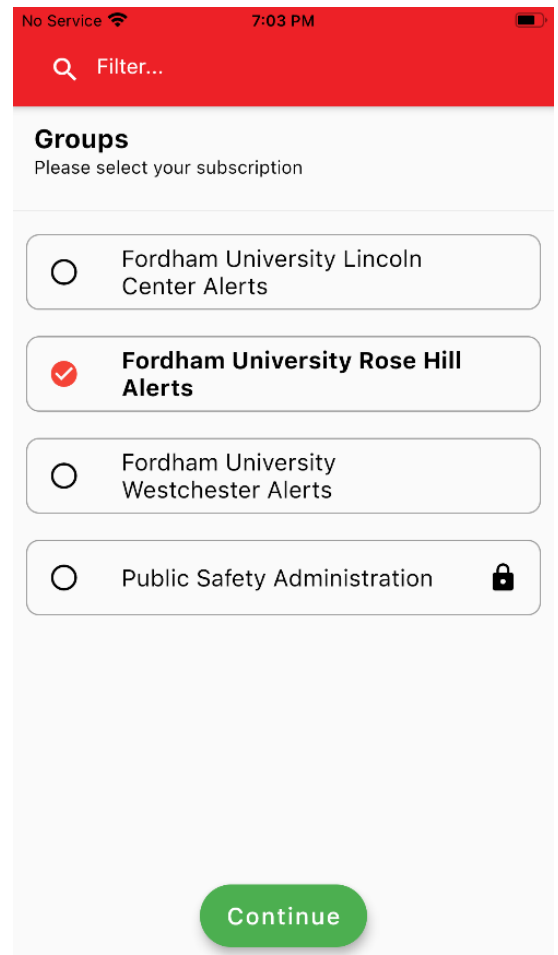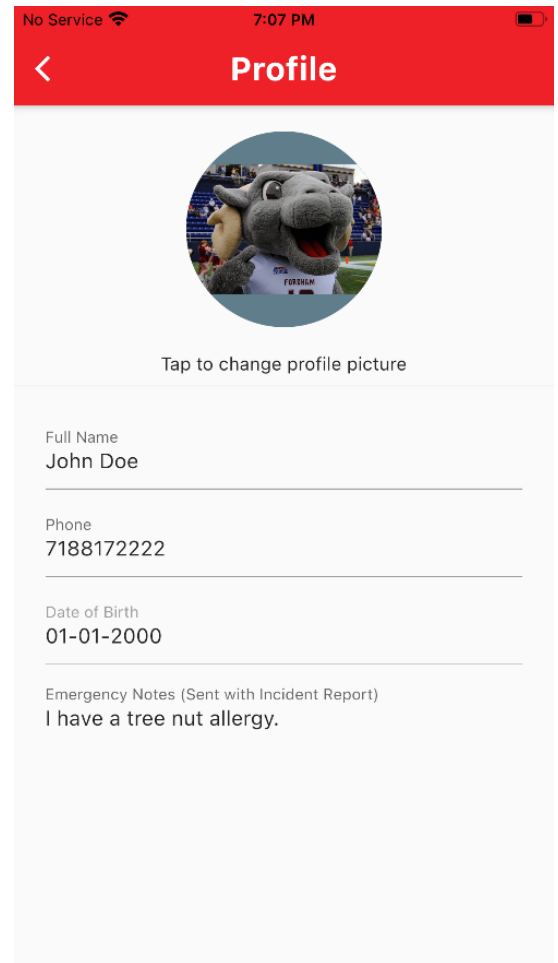
8. You will be taken to the application home screen. Please select the gear icon in the lower right corner.

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

Profile

Tap to change profile picture

Full Name
John Doe

Phone
7188172222

Date of Birth
01-01-2000

Emergency Notes (Sent with Incident Report)
I have a tree nut allergy.

10. 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. 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 then the home icon to return to the main menu.

The Fordham University Mobile Security application is now installed 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.