Spartan Alerts App for Android & iOS

Use the instructions below to set up how you receive Spartan Alerts. In our opinion, the phone app is the easiest method to manage your alerts. However, you can also visit the web at <http://alerts.manchester.edu>. You can find instructions for the web app [here](https://www.manchester.edu/docs/default-source/its-documents/spartan-alerts-instructions-for-web-2019-08-10.docx).

If you have any questions, please contact University Safety by email at [campussafety@manchester.edu](mailto:campussafety@manchester.edu).

Where the instructions vary by device type, images from each type are included. Where only one image appears, the user experience is identical for both unless otherwise noted.

This document splits pages to keep images with the instructions

# Download the InformaCast Mobile app from the Apple App Store or the Google Play Store.

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| --- | --- |
| Apple App Store | Google Play Store |
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# Open the InformaCast app on your Android or iOS device.

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| iOS | Android |
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# Log in to InformaCast Mobile by pressing the Log In button.

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# On an iOS device, you may and probably will see a warning message that says “’Cirrus’ Wants to Use ‘singlewire.com’ to Sign in”. Press Continue.

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# Enter your email address and press the red right arrow.

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# At the MU login page, enter your MU network credentials. For user name, you can enter your email address or your user name (i.e. FMLast2019).

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# On the app’s home screen, press the Self-service icon in the lower right-hand corner.

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# Enter the information for where you want alerts to go. This information can be information for you, your significant other, your parents, etc. When done, press the Save button in the upper right-hand corner.

# **SMS** represents those phone numbers that Spartan Alerts will text.

# **Phone Call** represents those phone numbers that Spartan Alerts will call.

# **Email** represents the email addresses where Spartan Alerts will email. You should find that we prepopulated your MU email address.

# **Location** represents the locations where you may be, such as the Fort Wayne or North Manchester campus.

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