



SOUTHEAST MISSOURI
STATE UNIVERSITY · 1873

STUDENT INSTRUCTIONS FOR UPDATING AND ADDING SE ALERTS CONTACT INFORMATION

The SE Alerts emergency notification system will be used to keep you informed during emergencies that occur close to or on our campuses.

The University places a high priority on communicating emergency information. By providing this information, employees are ensuring the most current and correct information is on file for use.

1. Log in to portal.semo.edu.

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STATE UNIVERSITY · 1873

Single sign-on for Southeast Portal and Moodle

Enter your SE Key and Password

SE Key Password Sign In

Southeast will never request your personal login information via email.

Southeast Help:

- [SE Key Activation/Change My Password](#)
- [Southeast Help Desk](#)

Public Services:

- [Southeast Email](#)

2. Select the 'Student SS' tab.

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Home Sites **Student SS** Videos

Home Community Home

Luminis Announcements

Announcements

You currently have no announcements.

Show Hidden

RSS

Southeast Missouri State University

12/5/17 10:39 PM

River Campus Board of Managers to Meet Dec. 8

Ann Hayes

The River Campus Board of Managers will meet at noon on Friday, Dec. 8, in Conference Room 305 of the Seminary Building at Southeast Missouri State University's River Campus. City representatives on the Board are Scott Meyer, Dennis Vollink and

Videos

Take Away, Fat 2015

Kent Library

Kent Library

Find Articles

Find Books

Ask Us

How Do I?

Library Hours

Athletics and Recreation

Polls Display

Test question

a. a

b. b

Vote

Campus Life Events

Events set for the next 30 days:

Scroll down for a link to view all events

12/7/2017 Ropes and Bands Bootcamp

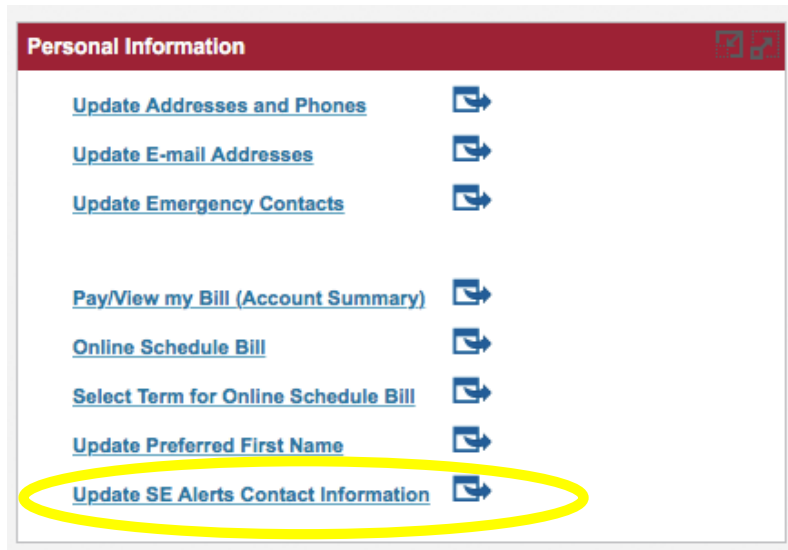
12/7/2017 Real Ryder Cycling X

12/7/2017 TRX+Yoga

12/7/2017 Pilates

12/7/2017 TurboKick

3. Select the 'Update Emergency Notification Phone Numbers' link in the Personal Information box.



4. Verify the current mobile number the University has on file to send you SE Alerts text messages. SE Alerts do not impose a separate charge for text messages, however your mobile carrier's message and data rates may apply depending on the terms and conditions of your mobile phone contract. Please contact your mobile service provider about such charges.

SE Alerts Settings

Emergency alerts are sent via text messaging to your cell phone to give you the most timely information. Depending on the type of alert if you do not acknowledge receipt of the text message, you may also receive a voice message.

Current Number to Text:

If you prefer, you may designate a different cell phone number than the one listed above.

Override Number to text Area Code Phone Number -

5. If this number is incorrect, or you prefer to receive SE Alerts text messages on a different mobile phone, input a new number in the 'Override Number to text section.'

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Emergency alerts are sent via text messaging to your cell phone to give you the most timely information. Depending on the type of alert if you do not acknowledge receipt of the text message, you may also receive a voice message.

Current Number to Text:

If you prefer, you may designate a different cell phone number than the one listed above.

Override Number to text Area Code Phone Number -

6. SE Alerts will always be sent to your Southeast email address (sekey@semo.edu). You may also designate up to four additional email

addresses to receive SE Alerts. These can include a personal email address or the email address of a parent, guardian, spouse or family members. To ensure these personal addresses receive SE Alerts emails, it is recommended to add sealerts@newslst.semo.edu to your safe sender or contact list.

Your Southeast email address (sekey@semo.edu) will always receive alerts. You may also designate up to four additional email addresses to receive alerts. These might include a personal email address or the email address of a spouse or parent/guardian/family member who would also like to receive alerts.

Additional email address #1:

Additional email address #2:

Additional email address #3:

Additional email address #4:

7. You may opt-out of receiving SE Alerts text messages, however this is not recommended.
8. Click 'Save Changes'

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Your Southeast email address (sekey@semo.edu) will always receive alerts. You may also designate up to four additional email addresses to receive alerts. These might include a personal email address or the email address of a spouse or parent/guardian/family member who would also like to receive alerts.

Additional email address #1:

Additional email address #2:

Additional email address #3:

Additional email address #4:

You may opt-out of receiving alerts via your phone; however, this is not recommended.

Opt out of both voice and text messages:

Messages and notices will be sent that include information that pertains to the Cape Girardeau, Sikeston, Malden and Kennett campuses. SE Alerts text messages are a free service provided by Southeast Missouri State University. SE Alerts do not impose a separate charge for text messages, however your mobile carrier's message and data rates may apply depending on the terms and conditions of your mobile phone contract. Please contact your mobile service provider about such charges.

The emergency alerts system also provides a mobile app that is available for both Apple and Android devices.

In addition to receiving emergency alerts, you can use the mobile app to notify campus police if you witness a crime or a potential crime or to provide information on a current alert.

[Everbridge Mobile App Installation](#)

[Everbridge Mobile App Usage Guide](#)



**For more information about Southeast's University
Emergency Procedures, visit semo.edu/dps**

**For more information about the SE Alerts emergency
notification system, visit semo.edu/alerts**

ADDITIONAL RESOURCES

UNIVERSITY POLICE: 573.651.2215