



Built Environment Alert Notification Instructions

1. Log into your Oracle Cloud account through **SkyVU** using your **VUNet ID** and **password**.

Sign In
Oracle Applications Cloud

Company Single Sign-On

or

User ID
User ID

Password
Password

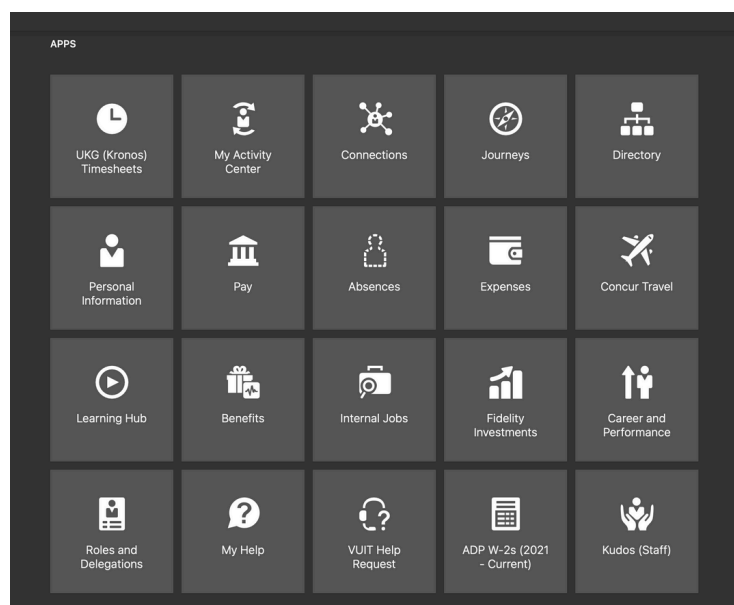
[Forgot Password](#)

Sign In

Select Language
English

2. Click the menu button, select **“Me”** and then choose **“Personal Information”** from the Navigator Menu

3. Select **“Personal Information”**



4.Scroll down and expand the “**Biographical Info**” section

5.Enter information in AlertVU Mobile A, Mobile B, Landline and/or Personal Email boxes.

AlertVU Mobile Phone A

AlertVU Mobile Phone B

You must enter a cell phone number for mobile A and/or B to receive text alerts for BE Alert.

Voice = only applies to AlertVU
Text = AlertVU & BE Alert

Options apply to both Telephone A & B

AlertVU Additional Contact (Landline or Personal Email)

Your Vanderbilt email address is automatically uploaded into the system. You may add a personal email or phone here.

6.Click “**Submit**”

Sign up for BE Alert Notifications

1.Click on the link below and select “**Sign in with SSO credentials**”

<https://member.everbridge.net/453003085616462/login/sso>

Single Sign On (SSO)

Sign in with SSO credentials

or

[Sign in with Username & Password](#)

2.Select “**Edit**” in “**My Subscriptions**”

3.Select the drop-down for “**VU Facility Alert Notification**” and then “**Facilities**”

My Subscriptions

Checking or unchecking a subscription will also apply that change to any subgroups within that subscription.

Alert Subscriptions

☐ VU EOC Weather Messaging

☒ VU Facility Alert Notification

☒ Facilities (189)

Cancel

Save

4.Select the buildings you would like to receive notifications for

☒ VU Facility Alert Notification

☒ Facilities (187)

☒ 1025 16TH AVE S - 288

☒ 1110 19th Avenue S - 276

☒ 1202 18TH AV S - 171

☒ 1208 18TH AV S - 157

☒ 1208 18TH AV S R -157A

☒ 1310 CLINTON ST - 259

☒ 1817 PATTERSON ST - 568

☒ 18TH AVE CHILDCARE - 277

☒ 208 24TH AVE S * - 86

☒ 25TH AVE STAFF GAR - 242

☒ 401 24TH AV S AX - 39B

☒ 625 CHESTNUT COM - 201A

5.Select “Save”

You will now receive BE Alert Notifications via text and/or VU email for the selected buildings!