

## COUGAR ALERT Student Instructions (content of e-mail to students)

Dear Lawson State Community College Students, Faculty and Staff,

As part of the Lawson State Community College's efforts to ensure the safety of students, faculty and staff, the College has implemented a new component to its campus emergency notification system. Through COUGAR ALERT, students, faculty and staff will be able to receive time sensitive emergency messages via text and voice messages to cell phones and home phones, in addition to the existing avenues of e-mail, the Web page and news media and others.

This new system will enable the college to better inform the campus community of imminent danger situations and will not be used for any other purpose than emergencies.

Everyone who has a Lawson State Community College e-mail address or has provided alternate email address will receive emergency alerts to their campus e-mail addresses. To also receive text and voice message alerts, students, faculty and staff are asked to provide phone contact information. Participation in this system is not mandatory, but **enrollment is strongly encouraged**.

Cougar Alert is a secure system and will not send advertising or spam to your personal phones. Messages will be sent through the system only in an emergency and for periodic testing.

**Here's how to sign up: (You must use the user name and password provided below when initially logging into Cougar Alert)**

1. To access the COUGAR ALERT Dashboard, go to the following secure Web site:

<https://www.myschoolcast.com/go/lawson/>

2. Enter your User Name: **\$user\_name\$**

(NOTE: Please change your user name to something you can remember easily. For example, your student portal id name).

3. Enter your Password: **\$password\$**

(NOTE: You will be asked to change your password when you first log in to the system. As with the user name, please change your password to something you can remember easily).

The dashboard is a private and secure Web page where you can update and maintain your contact information as well as review all text alerts, voice messages and e-mails sent via COUGAR ALERT.

**4. Enter Your Contact Phone Numbers** Cell phones provide the most effective means by which Lawson State can contact you in the event of an emergency. We ask that you strongly consider providing this information through the COUGAR ALERT system.

Once you log onto the system dashboard, you have the flexibility to add other phone numbers and e-mail addresses to receive alerts. Please include all that would apply to communicating with you in an emergency. Depending on your cellular provider and plan, small charges may apply to text messages. Once registered, you may opt out of the text message alerts and/or voice messages, but still be able to receive voice alerts. You will always receive emergency alerts to your Lawson State email address and can not opt out of this option.

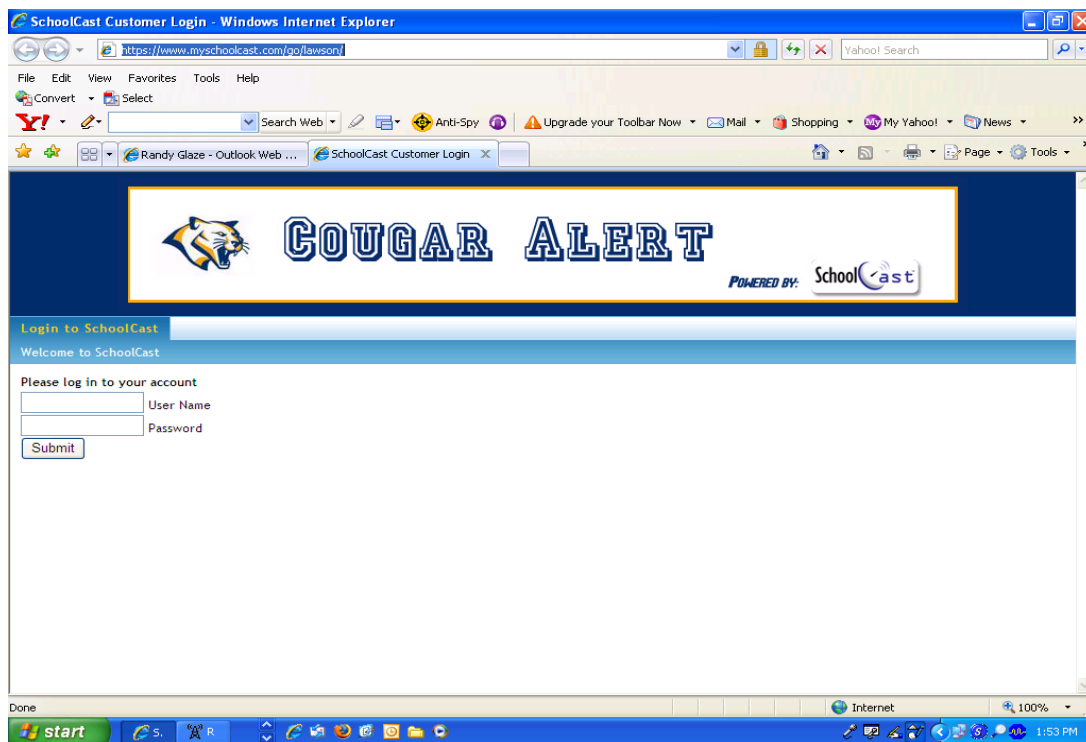
# INSTRUCTIONS FOR EMERGENCY NOTIFICATION SOFTWARE

## COUGAR ALERT

1. The website for Cougar Alert is <https://www.myschoolcast.com/go/lawson/> . Notice the website is a secure site (https:).
2. You will receive an e-mail entitled **Cougar Alert Enrollment** that will contain information about how to log on to Cougar Alert. Each student will have a specific user name and password. Before logging on to Cougar Alert, please read the frequently asked questions for Cougar Alert on LSCC homepage.

**NOTICE: The information in this set of instructions has personal information about one of the students enrolled at Lawson State Community College. Please protect this student's right to privacy.**

3. Once you have logged on to Cougar Alert, you should see the following screen.



Type your User Name and Password and click on Submit. The first time you log on to the system, you will be asked to change your PASSWORD. Passwords may only be lower case and must be at least 6 characters long; passwords may be numbers, letters or symbols. Put your User Name and Password in a safe place as you may need to log back on the system to update information. Once you have entered your log in information and clicked on submit, the following screen should appear.

4. Home screen for Cougar Alert. Because you log in with your personal User Name and Password, you only see your information. There may be some items that need to be updated. Please review the information carefully.

The screenshot shows a web browser window titled "User Detail - Windows Internet Explorer" with the URL "https://www.myschoolcast.com/dashboard/default.aspx". The page features a header with a cougar logo and the text "COUGAR ALERT" and "POWERED BY: SchoolCast". Below the header is a navigation bar with links for "Dashboard", "Help", and "Logout". A secondary navigation bar includes "Dashboard", "Change Password", "Change User Name", and "Pull Contact Info". The main content area is titled "Contact Methods for RONALD HIGHTOWER" and includes instructions to "Drag and drop the contacts to sort priority." It displays a table of contact information for RONALD HIGHTOWER, including a Home Phone number (334) 123-4567 and an Email address (rhightower30@students.lawsonstate.edu). Below the table is a form to add a new contact, with fields for Contact Type, Phone/Email, WorkExt., Comment, Emergency Only, Text Messages, and Voice. The page also shows "RONALD HIGHTOWER's Groups" with a Campus of Birmingham and "Recent Alerts for RONALD HIGHTOWER" with instructions to click icons to hear or read past alerts. The browser's taskbar at the bottom shows the Start button, several open applications, and the system clock at 12:28 PM.

5. Let's update the existing information. You should see your home phone number and your college e-mail address. Check for accuracy. Notice on the right hand side of the screen there is a section for edit. Under edit, there is a pencil. Click on the pencil. Notice there is a picture of a diskette in place of the pencil.

The screenshot shows a web browser window titled "User Detail - Windows Internet Explorer". The address bar displays "https://www.myschoolcast.com/dashboard/default.aspx". The page header features a "COUGAR ALERT" banner with a cougar logo and "POWERED BY: SchoolCast". Below the banner is a navigation menu with "Dashboard", "Help", and "Logout". The main content area is titled "Contact Methods for RONALD HIGHTOWER" and includes a table of contact information. The table has columns for Contact Type, Phone/Email, Ext., Comment, Emergency Only, Text Message, Voice, edit, and del. The first row shows "Home Phone" with the number "(334) 123-4567". Below this is a form to add a new contact, with a dropdown menu for "Home Phone" and an "Add" button. The page also shows "RONALD HIGHTOWER's Groups" with "Campus" set to "Birmingham" and "Recent Alerts for RONALD HIGHTOWER".

Notice the home phone number has rectangles around the number. If you need to update your home phone number, put the cursor in the field where you need to make an update and enter the correct information. Notice there is a box under the heading Emergency Only. If you want to receive emergency notifications at your home number, click on the box under the Emergency Only. A green check mark will appear. To update, click on the picture of the diskette.

Primary e-mail: If you see a yellow message bar across the top of your screen asking you to select a primary e-mail address, please click and set your primary e-mail address.

- One of the major features of this system is the ability to send text messages to a cell phone. We are requesting that you consider adding your cell phone to the list of contact types. To add a cell phone number, click on the drop down box for Home Phone and choose Cell Phone. This will allow you to type in your area code and cell phone number. Once you type in your cell phone number, you will see a box for Emergency Only and a YES/NO drop down box for Text Messages. Click on Emergency Only for the cell phone and choose YES for text messages. In doing so, you will receive text messages on your cell phone for Emergencies Only. Click on ADD to add Cell Phone to your Contact Type.

**COUGAR ALERT**  
POWERED BY: SchoolCast

Dashboard Help Logout  
Dashboard Change Password Change User Name Pull Contact Info

**Contact Methods for RONALD HIGHTOWER**  
Drag and drop the contacts to sort priority.

Contact Type	Phone/Email	Ext.	Comment	Emergency Only	Text Message	Voice	edit	del
Home Phone	(334) 123-4567							
Email	rhightower30@students.lawsonstate.edu							
Cell Phone	(123) 456-7890			Emergency Only Yes		Yes		

Contact Type	Phone/Email	WorkExt.	Comment	Emergency Only	Text Messages	Voice
Cell Phone	( ) - x			<input checked="" type="checkbox"/>	Yes	Yes

**RONALD HIGHTOWER's Groups**

Campus Birmingham

**Recent Alerts for RONALD HIGHTOWER**  
Click the icons to hear or read past alerts.

**If you do not have a text messaging contract as part of your cellular service, there may be a small charge for any text messages that you receive. You should check with your cell phone carrier to determine what these costs may be. There is no fee assessed, student, faculty and staff, for gaining access to the system.**

7. Once you have added your cell phone number, you should see the following screen.

**User Detail - Windows Internet Explorer**

https://www.myschoolcast.com/dashboard/default.aspx

**COUGAR ALERT** POWERED BY: SchoolCast

Dashboard Help Logout

Dashboard Change Password Change User Name Pull Contact Info

**Contact Methods for RONALD HIGHTOWER**  
Drag and drop the contacts to sort priority.

Contact Type	Phone/Email	Ext.	Comment	Emergency Only	Text Message	Voice	edit	del
Home Phone	(334) 123-4567							
Email	rhightower30@students.lawsonstate.edu							
Cell Phone	(123) 456-7890			Emergency Only	Yes	Yes		

Contact Type	Phone/Email	WorkExt.	Comment	Emergency Only	Text Messages	Voice
Cell Phone	( ) - x			<input checked="" type="checkbox"/>	Yes	Yes

**RONALD HIGHTOWER's Groups**

Campus Birmingham

**Recent Alerts for RONALD HIGHTOWER**  
Click the icons to hear or read past alerts.

8. Now that you have updated your information, click on Logout. In the future, if you wish to change any information in the system, log on using your USER NAME and PASSWORD. The screen above will appear. Click on edit to update existing information or use the drop down box to choose the feature you may want to add.

Notice we have some basic groups defined. This student is in the Birmingham campus group. Also, notice there is a record of ALERTS sent to this student.

9. There are six system administrators for this project. Each of those system administrators has rights to view information in the system. There are tracking mechanisms that will display the users who have and who have not logged on to the system.