




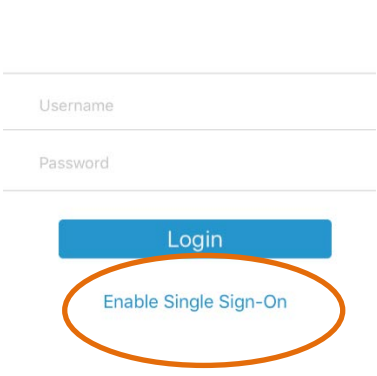
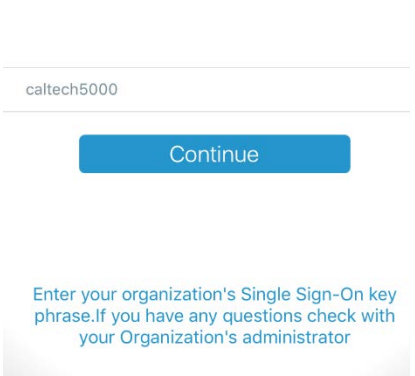
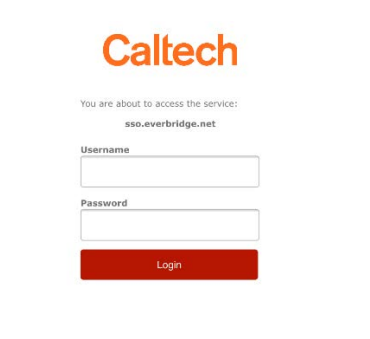
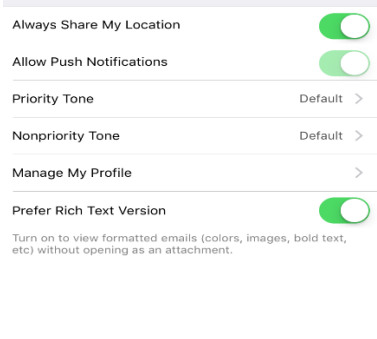
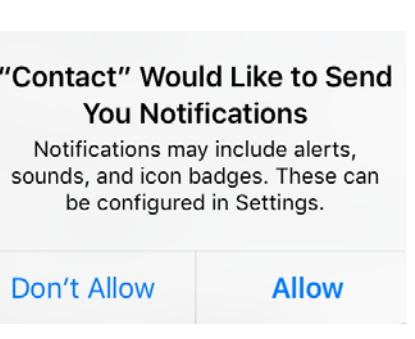
## Everbridge ContactBridge Download Guide

Caltech has contracted with Everbridge Emergency Notification Systems to offer the campus community a more interactive communication resource to use during times of crisis. In addition to receiving Caltech Alerts via the app, the Everbridge ContactBridge will also give you the ability to communicate via text and to send photographs of suspicious persons/events directly to Security.

Search for, download, and install the Everbridge **ContactBridge** application from your iPhone or Android

App Icon:



Step 1 - Tap Login	Step 2 - Enable Single Sign-On	Step 3 - Enter Code: caltech5000
 <p>Stay safe.</p> <p>Start Using Now</p> <p>Already have an account? <a href="#">Login</a></p>	 <p>Username</p> <p>Password</p> <p>Login</p> <p>Enable Single Sign-On</p>	 <p>caltech5000</p> <p>Continue</p> <p>Enter your organization's Single Sign-On key phrase. If you have any questions check with your Organization's administrator</p>
Step 4 - Enter Caltech Username and Password	Step 5 - Share Your Location	Step 6 - Allow Notifications
 <p>Caltech</p> <p>You are about to access the service: sso.everbridge.net</p> <p>Username</p> <p>Password</p> <p>Login</p>	 <p>Always Share My Location <input checked="" type="checkbox"/></p> <p>Allow Push Notifications <input checked="" type="checkbox"/></p> <p>Priority Tone Default &gt;</p> <p>Nonpriority Tone Default &gt;</p> <p>Manage My Profile &gt;</p> <p>Prefer Rich Text Version <input checked="" type="checkbox"/></p> <p>Turn on to view formatted emails (colors, images, bold text, etc) without opening as an attachment.</p>	 <p>Note: not all phones will ask for this confirmation</p> <p>"Contact" Would Like to Send You Notifications</p> <p>Notifications may include alerts, sounds, and icon badges. These can be configured in Settings.</p> <p>Don't Allow Allow</p>

Questions? Please contact Campus Security at 626 395 4701

## EMERGENCY COMMUNICATIONS AT CALTECH

During an emergency, official information will be posted at [www.Caltech.edu](http://www.Caltech.edu)

Recorded information lines will also be activated during or following an emergency:  
1 888 427 7465 or 1 888 427 7512

### Register for Caltech Alerts

During an emergency, multiple methods of communication will be utilized to alert students, staff, faculty and visitors about a hazardous or dangerous situation on Campus.

One important method of communication is the Caltech Emergency Notification System called "**Caltech Alerts**".

The Caltech Emergency Notification System is an alert system that can notify subscribers using four communication methods:

- Voice calls/messages to your home, work, and cell phone
- An e-mail to your primary e-mail address
- An SMS text message to your cellphone
- A mobile member alert will be sent to your cell phone

Please register at [access.caltech](http://access.caltech) to receive important alerts.

The screenshot shows the 'access.caltech' website interface. The main content area is titled 'My Addresses and Phone Numbers'. It contains a section for 'Phone Numbers' with two main entries: 'Work Phone' and 'Mobile Phone'. Each entry has a text input field, a 'More Info' link, and checkboxes for 'This is an international number' and 'Delete this phone number'. There is also a radio button selection for 'Who should see my work phone numbers?' with options 'Caltech Only' and 'Everyone'. At the bottom of the form is an 'Add a New Phone' button. Blue arrows point from the 'More Info' links to the right-hand side of the page.

### Register for Caltech Alerts

1. Go to [access.caltech](http://access.caltech)
2. Under **Self Service** select **Personal Information**
3. Enter phone numbers and email

Remember to periodically revisit the site to ensure your contact information is correct.  
For Information on campus emergency plans, procedures and resources:  
[www.emergencypreparedness.caltech.edu](http://www.emergencypreparedness.caltech.edu)