

EmergencyYard Emergency Notification Setup:

To sign up for Emergency Notifications, log in to myCampus. The **Emergency Notification Settings** icon is located in Applications.

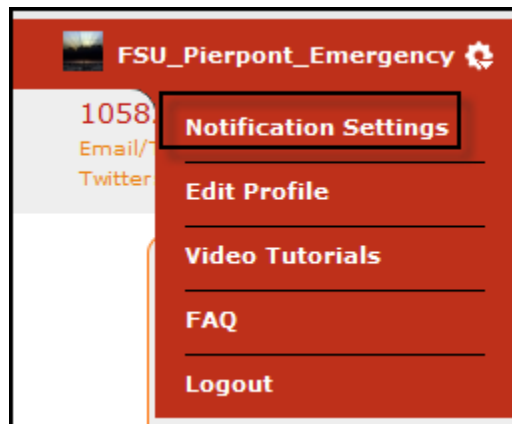


If you are currently enrolled in EmergencyYard, clicking **Emergency Notification Settings** allows you to edit your emergency notification settings.

If you are not yet enrolled, clicking **Emergency Notification Settings** enrolls you and allows you to edit your emergency notification settings.

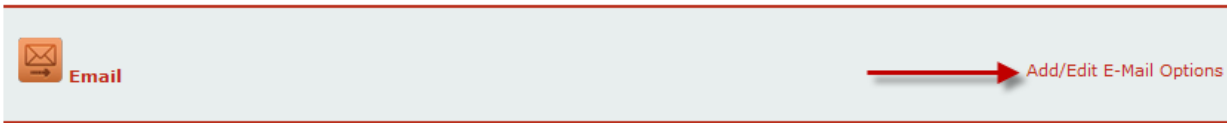
Configuring Notification Preferences:

From the Settings icon, select **Notification Settings**.



Setup Notification Channels:

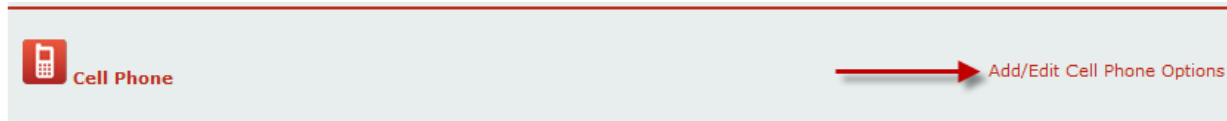
To view/configure email notifications, click **Add/Edit E-Mail Options**.



You have the option to receive emergency notifications at an email address in addition to campus email, if desired. Enter the additional email address, adjust settings as desired, then click **Save**.

A form titled "Email" with an orange envelope icon. It includes a "Primary Email:" field with a redacted address "@fairmontstate.edu" and an "Additional Emails:" field with "myaddress@gmail.com". Below the fields is a note: "Provide additional emails to use for posting and replying to messages on ConnectYard (e.g. gene@gmail.com, gene@hotmail.com)." There are four checkboxes: "Send a daily summary in one email" (unchecked), "Send messages to additional email(s)" (checked), "Send a delivery confirmation" (unchecked), and "Send a copy of each posted message" (unchecked). At the bottom are two red buttons: "Save" and "Cancel".

To view/configure text message notifications, click **Add/Edit Cell Phone Options**.



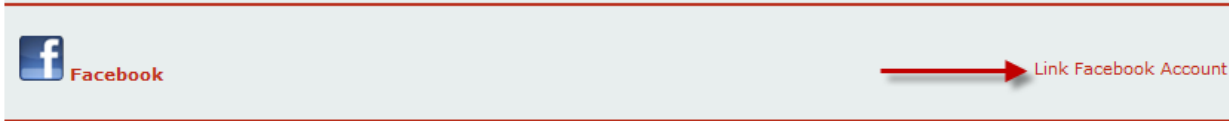
Enter Cell Phone number (with area code) and carrier. If your carrier is not listed, contact the Teaching & Learning Commons at 304-367-4810, option 3, help@fairmontstate.edu or help@pierpont.edu to request your carrier to be added. Adjust settings as desired, then click **Save**.

A form titled "Cell Phone" with a red mobile phone icon. It includes a "Number and carrier:" field with "304" in a text box and "U.S. Cellular" in a dropdown menu. Below the field is a note: "Provide phone number and carrier to send and receive text messages via ConnectYard without logging in. Input 10 digit phone number only (e.g. 2125551212)." There are three checkboxes: "Confirm delivery" (unchecked), "Chunk large messages" (checked), and "Send attachment link" (unchecked). At the bottom are two red buttons: "Save" and "Cancel".

[Click here](#) to receive a test message.

To receive emergency notifications through Facebook, click **Link Facebook Account**.

Please note: linking Facebook or Twitter will import your profile picture into ConnectYard. Linking Facebook or Twitter **will not** allow Fairmont State University or Pierpont Community & Technical College employees or ConnectYard access to your Facebook or Twitter accounts.

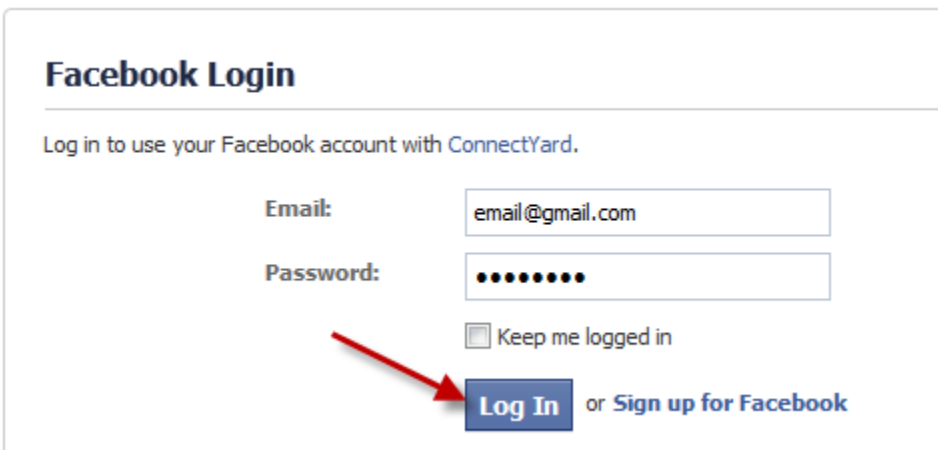


Click **Link**.

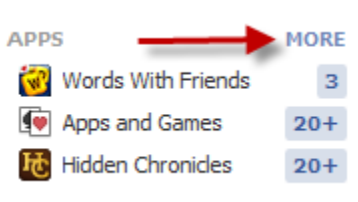


Link ConnectYard to your Facebook account to send and receive messages without logging in. Personal information such as status updates, wall postings and photos will not be shared.

Login to your Facebook Account.

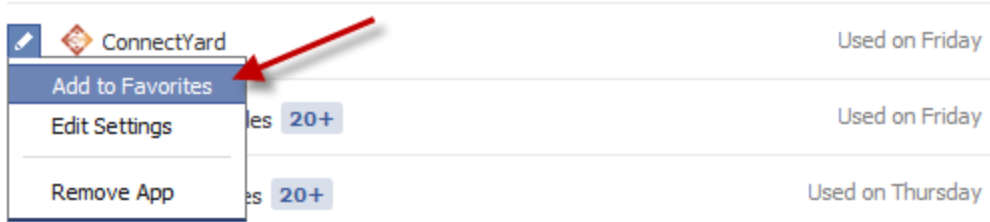


By default, ConnectYard should appear in your Apps. To add it as a favorite, click **More** beside the Apps menu.

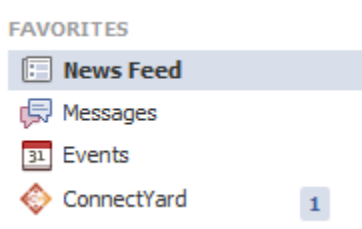


Click the **Edit** button beside ConnectYard, then select **Add to Favorites**.

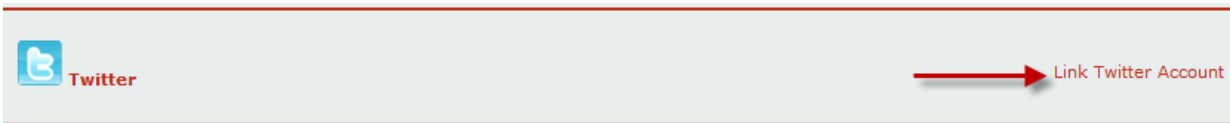
Apps



ConnectYard will appear in the Favorites menu. New notifications will be indicated by a number in the counter to the right of the menu item.



To receive emergency notifications through Twitter, click **Link Twitter Account**.



Enter your Twitter screen name, then click **Link**.



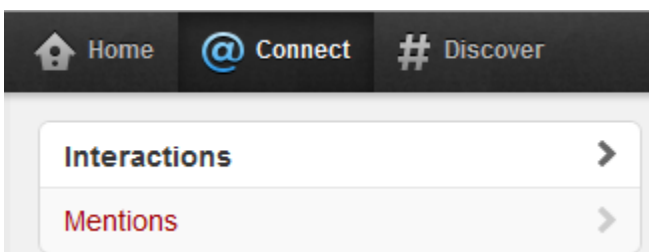
Twitter screen name:

Link ConnectYard to your Twitter account to send and receive tweets without logging in. Personal information such as tweets, direct messages and photos will not be shared.

Link

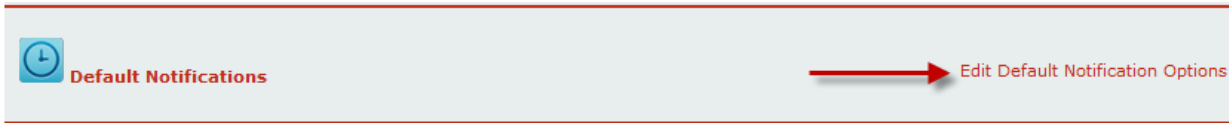
Note: Follow [ConnectYard](#) on Twitter or check for new messages in your [Twitter mentions](#).

Emergency notifications will be received as Twitter mentions.

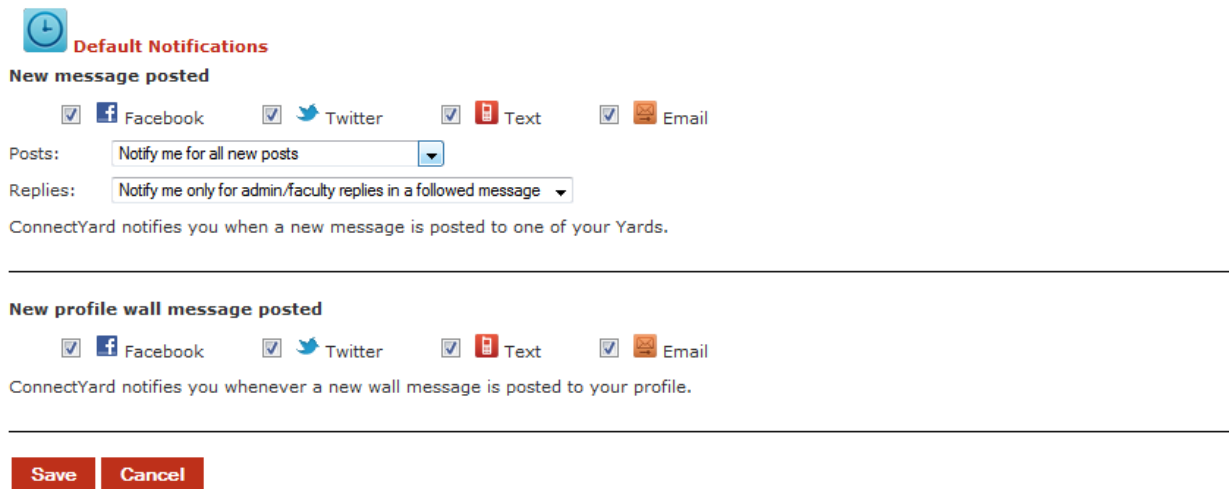


Default Notifications:

Click **Edit Default Notification Options** to verify settings for Emergency Notifications.



Verify notifications are turned on for all desired options by checking the box for each option. Set Posts to “Notify me for all new posts”. Click **Save** when done.



Default Notifications

New message posted

Facebook Twitter Text Email

Posts:

Replies:

ConnectYard notifies you when a new message is posted to one of your Yards.

New profile wall message posted

Facebook Twitter Text Email

ConnectYard notifies you whenever a new wall message is posted to your profile.

Save **Cancel**

Note: notifications settings for all of your Yards will default to the above.

For additional assistance with EmergencyYard, please contact the Teaching & Learning Commons at 304-367-4810, option 3, help@fairmontstate.edu or help@pierpont.edu.