



Updating Your Emergency Notification Profile

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University
of Dayton

Log into Porches and click on the UD Daily tab in the left sidebar.

The screenshot displays the PORCHES website interface. At the top, a red header bar contains the word "PORCHES" in white, serif, all-caps font. Below this is a vertical sidebar on the left with a light gray background, listing several menu items with icons: "Front Porch" (house icon), "UD Daily" (calendar icon, highlighted with a dark gray background), "Flyer Student Services" (notepad icon), "College of Arts & Sciences" (building icon), "School of Business" (briefcase icon), and "Educ/Health Sciences" (plus icon). To the right of the sidebar, the main content area has a light gray background. At the top of this area, the text "UD Daily" is displayed in a large, dark serif font, with a red arrow pointing to it from the left. Below this, the breadcrumb "Porches/ UD Daily" is shown in a smaller red font. A horizontal red line separates the top section from the main content. The main content area is divided into two columns. The left column features the heading "Banner Self Service" in a dark serif font, with a sub-item "Banner Self-Service" below it, enclosed in a dashed-line box. The right column features the heading "UD Events Calendar" in a dark serif font, with a sub-item "6/19/20 3:18 PM" below it, accompanied by a small calendar icon.



Scroll toward the bottom of the page and click the green button.

Emergency Notification System

The University uses a product called SendWordNow for emergency alerts. You have the option to add additional contact points to your record. These contact points will be used in the event Public Safety needs to alert the campus.

[Manage your emergency contact points.](#)



Login using your UD username and password.

LOGIN

Use your University of Dayton username and password.

Username

Password



LOGIN

[Forgot your password?](#)

[Need help?](#)



Review the information on the main screen and then click “Next.”

  **University of Dayton**

Send Word Now Self Registration Portal

[Log Out](#)


Note: the fields with a red asterisk (*) are required.

[User Information *](#) [Contact Information](#) [Additional Information](#)

First Name: *

Last Name: *


Username: *



[Privacy Policy](#) [Terms of Service](#)



Fill in your personal information under the “Contact Information” tab. This will provide the system with information it needs to send emergency information to your personal device. Once you have updated your information, click “Next.”



University of Dayton

Send Word Now Self Registration Portal

[Log Out](#)

Note: the fields with a red asterisk (*) are required.

[User Information *](#) [Contact Information](#) [Additional Information](#)


2 of 5 voice, 2 of 5 text contact points

| Phone | | Call | Text |
|-----------------------|--------------------------------|-------------------------------------|--------------------------|
| Employee CampusPhone: | United States (1) 9372292742 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Student Campus Phone: | United States (1) Phone Number | <input type="checkbox"/> | <input type="checkbox"/> |
| Cell Phone: | United States (1) [REDACTED] | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Emergency Cell Phone: | United States (1) Phone Number | <input type="checkbox"/> | <input type="checkbox"/> |
| Emergency Contact: | United States (1) Phone Number | <input type="checkbox"/> | <input type="checkbox"/> |

| Email | |
|--------------------|------------------------|
| Personal Email: | <input type="text"/> |
| University Email: | mwarthman1@udayton.edu |
| Emergency Contact: | <input type="text"/> |

[Previous](#)

[Next](#)



[Privacy Policy](#) [Terms of Service](#)



Please note: If you update “My Account” under the “My Sites” tab next to your name on the Porches banner, the system will ask for an emergency contact cell phone number.



This should be the number you want the University to use to contact YOU in an emergency. The number placed in the “My Account” area automatically populates into the mass notification system each time the system updates, so make sure it’s YOUR number.

Personal Information

My Record Directory Preferences Courses I Teach Emergency Contact

Emergency Contact Information

██████████
██████████
██████████
US
██████████

The number you want the University to use to contact YOU in case of emergency.

Make updates



Once you are finished personalizing your profile, click the “Submit” button.

The screenshot displays the 'Send Word Now Self Registration Portal' for the University of Dayton. At the top left is the university's logo, and the title 'University of Dayton' is prominently displayed in red. Below the title is the subtitle 'Send Word Now Self Registration Portal'. A 'Log Out' link is visible in the top right corner. A note states: 'Note: the fields with a red asterisk (*) are required.' The form is divided into three tabs: 'User Information *', 'Contact Information', and 'Additional Information'. The 'Additional Information' tab is active, showing an 'Address' section with the following fields: 'Address 1: *' (with a redacted value), 'Address 2:', 'City: *' (with a redacted value), 'State/Province: *' (set to 'Ohio'), 'Zip/Postal Code: *' (with a redacted value), 'Country: *' (set to 'United States'), and 'Timezone: *' (set to 'Eastern Time (USA)'). At the bottom of the form are 'Previous' and 'Submit' buttons. A red arrow points to the 'Submit' button. At the bottom of the page, there are links for 'Privacy Policy' and 'Terms of Service', and a logo for 'powered by SEND WORD NOW'.



The system will alert you that your profile as been successfully updated.

The screenshot shows a web browser window with a notification box in the foreground. The notification text reads: "udayton.sendwordnow.com says Changes have been saved successfully". A blue "OK" button is located at the bottom right of the notification box, with a red arrow pointing to it from the right. In the background, the browser's address bar shows "OLEG", "LinkedIn", "Emergency", "Advocate Links", and "Awaken Your Life A...". A "Log Out" link is visible in the top right corner of the page content. Below the notification, a note states: "Note: the fields with a red asterisk (*) are required." There are three tabs: "User Information *", "Contact Information", and "Additional Information *". The "Address" section contains the following fields: "Address 1:" with the value "417 Crusader Drive"; "Address 2:" which is empty; "City:" with the value "West Carrollton" and a "Please wait..." spinner; "State/Province:" with a dropdown menu showing "Ohio"; "Zip/Postal Code:" with the value "45449"; "Country:" with a dropdown menu showing "United States"; and "Timezone:" with a dropdown menu showing "Eastern Time (USA)". At the bottom of the form are "Previous" and "Submit" buttons. At the bottom of the page, there are links for "Privacy Policy" and "Terms of Service", and a circular logo for "powered by send word now".



Questions?

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