

About MSUB Alert:

MSUB Alert is a notification system to deliver critical information to Montana State University Billings students, faculty and staff in the event of an emergency. The system delivers emergency messages through text messaging, voice messages over cellular or landline phones, and e-mail. The system is being phased in for all of the affiliate campuses of Montana State University in Bozeman. Currently, the service is available for Bozeman, Billings and Havre.

Enrollment in MSUB Alert is free and voluntary. If you do not enroll in the system, you will not receive emergency alert messages through this system. Enrollment, however, is strongly recommended.

Enrollment is easy and takes only a few minutes.

MSUB Alert is powered through MIR3, a worldwide provider of emergency notification systems. The contact information you provide will only be used for the MSUB Alert system. Contact information will not be shared for any commercial purposes. MSUB Alert will only be used for emergency notifications, testing and maintenance of the system. Tests are expected to be conducted once a semester. You will not receive spam through the MSU Alert system.

Instructions for enrolling into MSUB Alert:

(It will be helpful to have two Web windows open on your browser for this process, one to your e-mail account and one to the MSU Alert enrollment page handled through Montana State University in Bozeman.)

Step 1: Go to the Web site: <http://www.mir3.com/msu>

In the upper right-hand corner you will see "Create Account."

Step 2: Click on "Create Account" and enter your e-mail address when prompted. The system will send you a temporary password by e-mail.

Step 3: Reenter the Web site, using the temporary password to log in, and then change your password if you wish.

Step 4: You may enter data into as many of the other fields as you wish. Be sure to include the appropriate area code for each number.

A number in the Cell Phone field will result in an emergency voice message sent to that number.

A number in the Text Messaging field will result in an emergency text message sent to that number, if it can receive text messages.

A number in the Landline field will result in a voice message sent to that number.

Step 5: From the Campus Location field, select the MSU campus where you physically take classes or work.

From the Registered Through Date field, select the month and year through which you'd like to receive alerts. It is recommended you set these fields to your estimated graduation date if you're a student. You will receive an e-mail asking for confirmation of your wish to be deleted from the system at the end of the month in the year you select.

Step 6: When you've finished entering all your information, click on the "Submit" button at the bottom of the page. This will take you to a new page, at the bottom of which will be a "Confirm" button. If you're satisfied with the information you've entered, click on the "Confirm" button. Once you do so, you will have completed your registration and will be logged out of the registration system.

Who do I contact if I'm having trouble registering?

Please contact the MSU Alert administrator Tracy Ellig at tellig@montana.edu or (406) 994-2721

FAQ:

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Why is the enrollment page Web address: <http://www.mir3.com/msu?>

MSU contracted with San Diego-based MIR3, a worldwide provider of emergency notification systems, for the MSU Alert system. MIR3 hosts the Web site where data is entered, and that is why its name appears in the enrollment address.

What personal information goes into MSU Alert?

Your first and last name, your e-mail address, and the phone numbers you provide. The MSU Alert system does not accept or use social security numbers, student ID numbers, birthdates, or home or campus addresses.

Will MSU, MSU Billings or MIR3 sell my e-mail address or phone numbers to an outside party?

No. The e-mail address and phone numbers entered into the system will only be used for emergency messages, testing and necessary maintenance.

Will MSU or MSU Billings use the system for non-emergency communications, such as academic calendar reminders?

No. The system will only be used for emergency messages, testing and necessary maintenance.

Will I get spam through the system?

No. The system will only be used for emergency messages, testing and necessary maintenance.

What kind of message would I receive from the system?

The message would be very short and direct. An example:

MSUB Alert: The MSUB main campus is closed today due to a power outage.

What if I forget my login ID or password?

Please contact the MSU Alert administrator Tracy Ellig at tellig@montana.edu or (406) 994-2721.

How do I change or update my account?

Changing information is easy. Simply log in to <http://www.mir3.com/msu>, change your personal information,

and then hit the "confirm" button at the bottom of the page. You will be sent an e-mail confirming the changes.

Can I enroll in MSUB Alert if I don't have an e-mail account?

No. An active e-mail account is required to enroll in MSUB Alert. If you don't have an e-mail account through the university, there are numerous providers that offer free e-mail accounts.

Do I have to enter all the fields: e-mail, cell phone, text messaging, landline?

It is strongly recommended you enter phone numbers for text and voice messages as it creates more opportunities for an emergency message to reach you.

Should I use the same number for the text message and cell phone fields?

Yes. The system relies primarily on text messages, but in certain cases a voice message will be sent in addition to a text message.

What if my cellular or landline phone number changes during the year, or I start using a different e-mail address?

You are responsible for keeping your account up-to-date. MSUB Alert has no way of knowing if you are using a different cellular number, landline or e-mail address unless you make changes to your account.

My cellular phone calling plan doesn't cover text messages. Will I be billed to receive a text message?

If your calling plan doesn't include text messaging, you will be billed to receive a text message if you open it. However, the cost is very low, usually around 10 cents per text message. MSU Alert will only use text messages for emergencies, maintenance and a test each semester.

How do I get out of the system?

The system will contact you at the end of the month and date you select in the Registered Through Date field. You will receive an e-mail asking for confirmation of your wish to be deleted from the system at the end of that date. By managing your account, you can move this date forward or back depending on your circumstances.

What is MIR3's privacy policy?

MIR3's privacy policy can be viewed at: <http://www.mir3.com/contact/privacy.php>

Do I have to use a MyPortal e-mail address for MSU Alert?

No. Please use the e-mail address that you check most often, whether that is MyPortal or some other account.

Will I be deleted from the system if I am not a currently registered student or I'm an employee and quit?

Deletion from the system depends on the month and year you chose to be registered through. You can manage this date through your account settings. You will receive an e-mail at the end of the month and year you chose to be registered through asking for you to confirm your wish to be deleted from the system. Lack of enrollment or termination of employment from MSU will not result in your account being automatically deleted.