

Instructions to register for Purple Alert

1. Click the Purple Alert Logo or go to www.nsula.edu/purplealert/ -- click on Register Now --
2. The Northwestern State University Registration Site will be the next screen you see.
3. Click on “Register Contact Information”. The registration form will be the next screen.
4. **University Email Address:** Enter your email address and choose the ending—either “student.nsula.edu” or “nsula.edu”—depending on your personal e-mail address.
5. **Alternate Email Address:** Enter an alternate e-mail address. This can be your personal e-mail address or any e-mail address that you frequently check.
6. **Name:** Enter your first and last name.
7. **Cellular Telephone Number:** Enter your current cellular telephone number. Please include area code and phone number.
8. **Local Telephone Number:** Please enter your residence hall, apartment or local residence phone number. Please include area code and telephone number.
9. **Number to a device capable of receiving text messages:** Please enter the number to a device what you can receive text messages. This may be your cell phone or any text-message device. Please include area code and phone number.
10. **Add Secondary Contacts:** Is there an additional person that you would like to receive the Purple Alert? Please click the “Add Secondary Contacts” (located just above the University Email Address field on the registration page) and enter that information in the blanks. You will have to enter your personal e-mail address for the secondary contact.
11. **Submit My Contact Information:** Once you have entered your information and any secondary contact information, click the “Submit My Contact Information” button.

After you click the Submit My Contact Information Button Information, the next screen will say “Your information has been registered into the Firstcall Network Emergency Notification System.” You are now registered.

Within a few minutes, you will receive an e-mail from alerts@firstcall.net that will confirm you have registered and will give you a temporary password to access your information incase you have the need to make changes.