Directions on creating an account on the e2Campus system

The e2Campus is a system that Florida Coastal School of Law uses to provide alerts via mobile phone and email to provide information in an immediate manner. The system uses the Omnilert system that has conduits in all mobile phone providers that will send an SMS (Simple Message System) message or email to the users. Most mobile phones less than 5 years old can receive SMS messages and you may want to contact your provider to ensure you phone plan has SMS capability.

The e2campus system does not give out your mobile phone number or make it available to anyone...their system is secure and very robust and you will receive NO ads or spam.

This system will be used ONLY for campus emergencies or notifications that the administration feels you should be aware of at that moment and is very beneficial as it does not require you to be reading your email at that moment or be on campus as this system works anywhere in the continental U.S.

The account is free and is good for 2 years at which time it will expire. You will need to re-sign up at the end of the 2 years again if you wish to receive alerts after this point. Upon graduation, transfer or other, please contact Computer Services at 904.680.7624 and request your e2campus account be deleted.

STEPS:

1. Go to link provided or [http://www.e2campus.com/my/fcs] (http://www.e2campus.com/my/fcs)
2. Choose “I need to create an account” on the right side.

3. Please fill in the requested information as seen below. Your mobile phone number should be all 10 digits (area code, then number) with no dashes, dots or spaces. Please note, Joe Student is an example and you would obviously use your username, first and last name. We request you use your FCSL account username and current password to make it simpler to remember. Please keep this information for future reference as you will need to log in occasionally to make changes. Please checkmark “FCSL Community” group...this is the default group to which all alert messages are sent.
Then click **Create Account**.

4. After clicking **Create Account** you will see the **Validate Mobile Phone** screen below. You will receive a 4 digit code from the system on your phone within in a few moments. If not, please wait 5 minutes then choose **Resend Validation Code** that is shown just below your number.

5. You should have received a message that is from **Gateway@gw.omnilert.net**. This is from the e2campus system and has sent your 4 digit code which you type into the screen and choose **Validate**. This will then bring you to the screen below.
6. At this point you can log in to the system and review your account. This is important as you can now choose to enter your email address so you would also get the alert in an email as well. This confirms the system is working for you. As an example, if you received an email but no message on your mobile phone, you know there is an issue and can get it fixed so you do not miss any future alerts.

7. Choose to log in and it will bring you back to the login page...type in your account username and password you just setup.

8. The first screen you will see is the Dashboard, which shows you your name, that you are active with an expiration date and any messages we have sent.

9. The next tab is Services. This tab is where you can add your email address if you wish to receive notifications there as well. We recommend you do this as stated before.

NOTE: At this time you also can add a second mobile phone number. Some may find this useful as you could enter a parent’s, spouse or other number in as they will get the alerts too and be aware of any situation affecting you. Again, you will need to validate with the 4 digit code they receive from the system, like you did and then type that 4 digit code in and choose validate to make it active.

10. Adding an email also requires a validation as it will also send an email with a blue link similar to the below one...you will click on that link and it should bring you to code within a few minutes.
Email validation:
“e2Campus Email Activation.
Thanks for registering. In order to enable your login you will have to validate your email address by clicking on the following link: https://www.omnilert.net/services/email/activation_validate.php?key=d014a0436fd6c76e17d4931495231bea&id=48ee84120501817d72f8bc3d7064b6c5
All this will do is confirm to our system that you have received this email and that the email address that you entered is therefore valid”

After clicking that link you will see the screen below and know your email is added

11. The services tab also has some Google and RSS information and has instructions if you are interested in these options. This document will not detail those as they are not pertinent to your account or system.

12. The groups tab as seen below will show you what groups to which you are added. It will also show you all active groups. If in the future we add more, you can subscribe or unsubscribe to them here.

13. The final tab is Account where you can change your username, or password. To make changes simply type them in and choose update.

If you have any problems with this document in setting up your account or have questions please contact the IT Help Desk at 904.680.7624 or email them at helpdesk@fcsledu.