
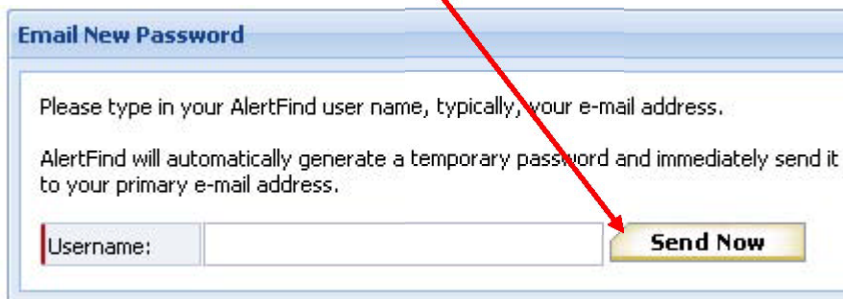


Student Sign-On Info.
(The Art Institute of Fort Lauderdale) Alert Find
Emergency Notification System

1. GO TO: <https://dalaf.messageone.com>
Use your Art Institute user id - same as your complete AI email address (example: daf314@stu.aii.edu). Do NOT write anything in the password box.
2. Click “Forgot your password?”



3. On the Email New Password screen make sure your email address is in the Username field and click “Send Now.”



4. A temporary password will be emailed to your AI email address. Retrieve this password now.

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6. You will be prompted to create a new password. Be sure it is one you will remember and is not easy to crack.

The next screen is 3 simple sections: My Account, Devices, and Personal Escalations.

My Account

You shouldn't be able to change or edit anything in this section


This is where you tell the AlertFind system how you can be contacted. Configure all of the devices that can be used.

1. Select **Edit** to change contact information.
2. Select **Configure** beside any of the red devices to add that device.
3. If you have more phone numbers or Email addresses that can be used than are displaying, click +Add New Device.
4. Repeat for every device. It is suggested that you do at least 2 or 3

Personal Escalations

Next you need to determine how you want to be contacted at different times of the day and week.

1. Click on "Customize" for **Business Hours Escalation**.
 1. On the next screen choose from the drop down menu which device you wish to be notified on FIRST in the event of an emergency. Go to the next drop down menu, and choose the device that will notify you SECOND (if the first one fails to reach you).
 2. Be sure to click OK.
 3. Repeat for **Weekend Escalation**
 4. Repeat for **After Hours Escalation**

NOTE: The escalation that would execute if a notification was sent right now is marked with a .

1. Click Logout on the top menu bar when complete.