

# Logging in to the MIR3 CampusAlert Emergency Notification System

The MIR3 CampusAlert system is used by Champlain College to let its students, employees and contractors know of any emergency situation on campus. If you would like to receive the emergency notifications, you will need to provide your contact information by following the instructions below.

*Note: This is strictly an opt-in system. If you do not sign up for the notifications, you will not receive them.*

## Logging in to CampusAlert

Open a web browser and go to:

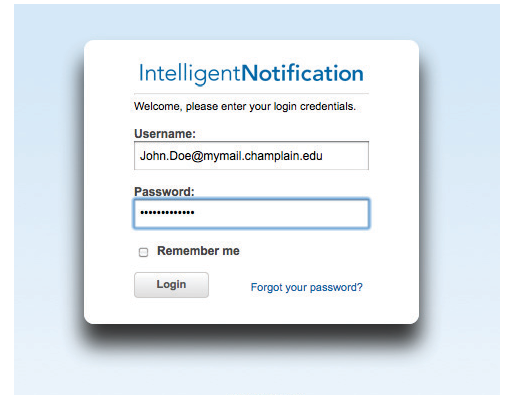
<https://cu.mir3.com>

You will see a login screen similar to the image at right.

**Login ID:** For your **Login ID** use your campus or primary email address.

**Password:** For your **Password** use your Datatel ID (student ID number), see note below.

*Note: Your Datatel ID does not include the prefix and dash of your full student ID number. For example, if your Student ID is 82-0012345 you should enter 0012345 as your password.*



If the combination of email address and password do not work, please contact Rich Long in the Public Safety office, ext. 2755 or [rlong@champlain.edu](mailto:rlong@champlain.edu).

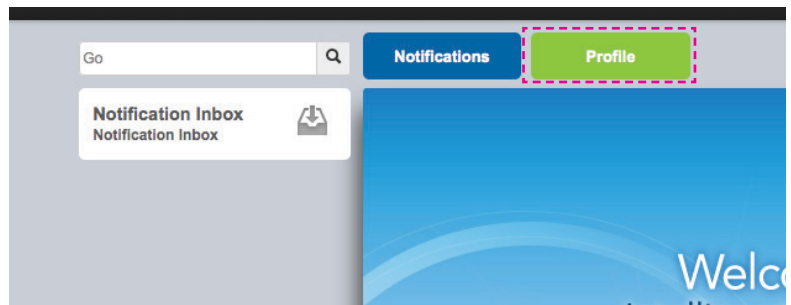
## Resetting Your Password

Select the **Profile** tab on the top right.  
(See *fig. 1*)

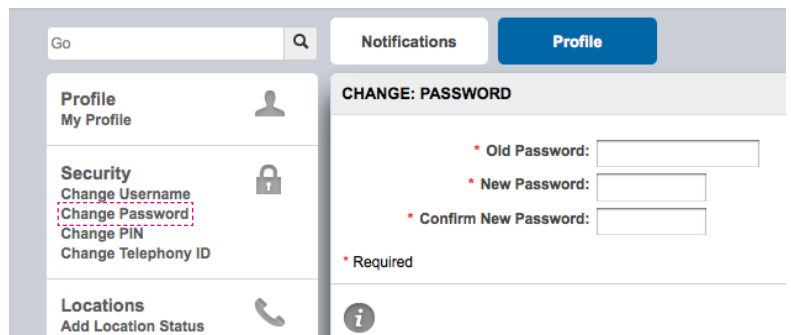
Select the Change Password option under the Security category menu on the left.  
(See *fig. 2*)

Enter your Datatel (Student ID) Password into the **Old Password** field.

Enter a new password and then retype it into the **New Password** and **Confirm New Password** fields.



*fig. 1*



*fig. 2*

## Adding/Updating Methods of Contact (Devices)

Click on the Add Devices button that appears at the bottom of your General Profile Page.

Three optional Device Menus will appear at the bottom of the page.

Select the **Device Type** for your preferred contact method from the menu. For example, if you prefer to have us contact you with a text message, choose SMS for your device. (See *fig. 3*)

For the **Number/Address** field, enter the information for the Device Type you have chosen. For example, if you select Work Email for your device, enter your work email address — john.doe@company.com. *Be sure to include full email addresses and area codes for phone numbers.*

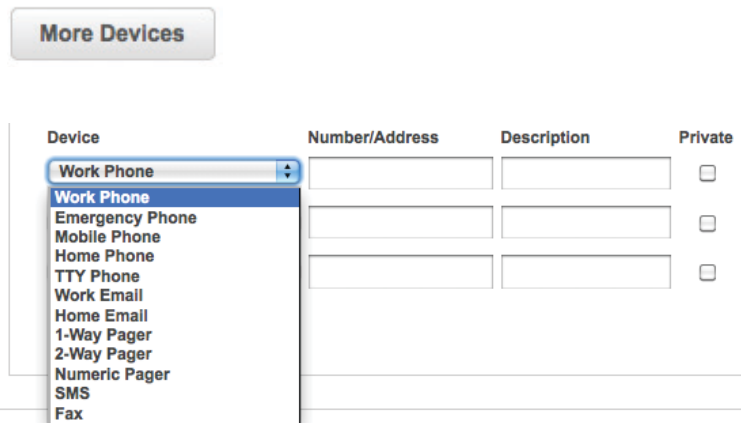
Enter the type of device you selected in the **Description** field. This is a freeform text field.

### You may enter more than one Device Type.

For example, if you would like to receive notifications on your cell phone via text message, on your campus email and on your home phone, select SMS as the first device, Work Email as the second device and Home Phone as the third Device. Remember to always include your area code with phone numbers.

If you would like to add more than 3 Contact Methods, click on the More Devices button. (See *fig. 4*)

**IMPORTANT:** When you have finished adding your notification methods, please be sure to SAVE YOUR CHANGES using the SAVE button on the lower right corner of the page.



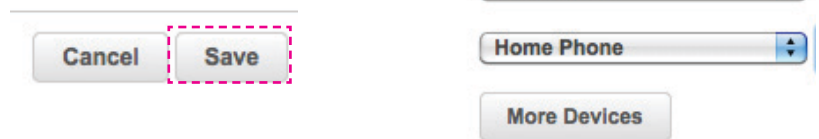
The screenshot shows a 'More Devices' button at the top. Below it is a table with four columns: 'Device', 'Number/Address', 'Description', and 'Private'. A dropdown menu is open over the 'Device' column, listing options: Work Phone, Emergency Phone, Mobile Phone, Home Phone, TTY Phone, Work Email, Home Email, 1-Way Pager, 2-Way Pager, Numeric Pager, SMS, and Fax. The 'Work Phone' option is currently selected in the dropdown.

*fig. 3*

**Device Types**

If you prefer to receive *voice messages* on your cell phone, select **Mobile Phone** as your **Device Type**.

If you prefer to receive *text messages* select **SMS** as your **Device Type**.



The screenshot shows the bottom of the 'More Devices' form. It includes a 'Cancel' button and a 'Save' button, with the 'Save' button highlighted by a red dashed box. To the right, there are three 'Device' dropdown menus with the following selections: SMS, Work Phone, and Home Phone. Below these is a 'More Devices' button.

*fig. 4*