

# **Text Alert Registration Instructions** (Inova Employees, Community Physicians and Medical Students)

## 1. Log in to Inova Text Alert

#### Inova Employees (including employed physicians):

User ID: Employee ID Number (hint: same number you use to access HealthStream) Password: Employee ID Number (this is your temporary password and should be changed to one that is more secure once you log in)

## Community Physicians:

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Physicians:Medical Students:Provider ID (P in front)User ID:Prov

User ID: Provider ID (MS in front) Password: Provider ID (MS in front)

Password:	Provider ID (P in front)

Amcom SOFTWARE	e.Notify Web Response	<u>Refresh</u>   <u>Loain</u>   <u>Help</u>
	Login	
	Userid: 007 Password	
	Log in Cancel	

## 2. Click on Change Password to change your password to one that is more secure.

e.Notify Web Response		Bond, Ryan   <u>Refresh   Change Password   Logout   Help</u>
Change Password		
Old Password:		•
New Password:		
Verify Password:		
	Save	

- Enter Old Password (employee ID number or provider ID with P in front)
- Enter New Password (must be minimum of four characters)
- Verify New Password
- Click on Save

3. Click on the **Device Management** button.

What Would You Like to Do?	Active Notifications	
	Please select or enter a Notification ID.	
Device Management	No active notifications were found.	
	Notification ID:	
Messages	Next	

4. Click on (+) New button

What Would You Like to Do?	10-Digit Cell Number@ XXXXXXX (Go To http://www.inova.org/inovatextalert To Get Your Cell Carrier's Text ID Address)
Device Management	No Notification Address found
Messages	

Enter your 10-digit cell phone number@carrier in the **10-digit Cell Number** field. **Please Note: The phone numbers MUST be entered precisely as listed in the sample entries below. Your cell phone carrier's text ID address must follow the @ symbol.** 

### Sample entries:

Sprint:	1-1234567890@emg.sprint.com
Verizon:	1234567890@vtext.com
AT&T:	1234567890@txt.att.net
T-Mobile:	1234567890@tmomail.net

For additional carriers not listed above, please visit: <u>http://www.notepage.net/smtp.htm</u>

Enter the number '1' in the **Order** field.

What Would You Like to Do?	10-Digit Cell Number@ XXXXXXX (Go To http://www.inova.org/inovatextalert To Get Your Cell Carrier's Text ID Address)
	No Notification Address found
Device Management	Email Address Below = 10-Digit Cell Number@Your Cell Carrier's Text ID Address (Le. 1234567890@vtext.com for Verizon) Order:
Messages	

# 5. Save entry.

What Would You Like to Do?	10-Digit Cell Number@ XXXXXXX (Go To http://www.inova.org/inovatextalert To Get Your Cell Carrier's Text ID Address)		
Device Management	Order:     10-Digit Cell Number@Your Cell Carrier's ID:     1234567890@vtext.com     ×		
Message from webpage			



At this point, you are now registered to receive Inova notifications via text message on your cell phone.

6. Logout – Once your cell phone number has been added to the system as an email address and saved successfully, select the **Logout** link to end your session.

Amcom S D F T WARE	e.Notify Web Response	Bond, Ryan   <u>Refresh</u>   <u>Change Password</u>   <u>Loqout   Help</u>
What Would You Like to Do?	10-Digit Cell Number@ XXXXXXX (Go To http://www.inova.org/inovatextalert To Get Your C	cell Carrier's Text ID Address)
	🕁 Save 😲 New 💥 Delete	
	Delete Order 10-Digit Cell Number@Your Cell Carrier's ID	
	1 1234567890@vtext.com	
Device		
Management		
S.		
Messages		