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)
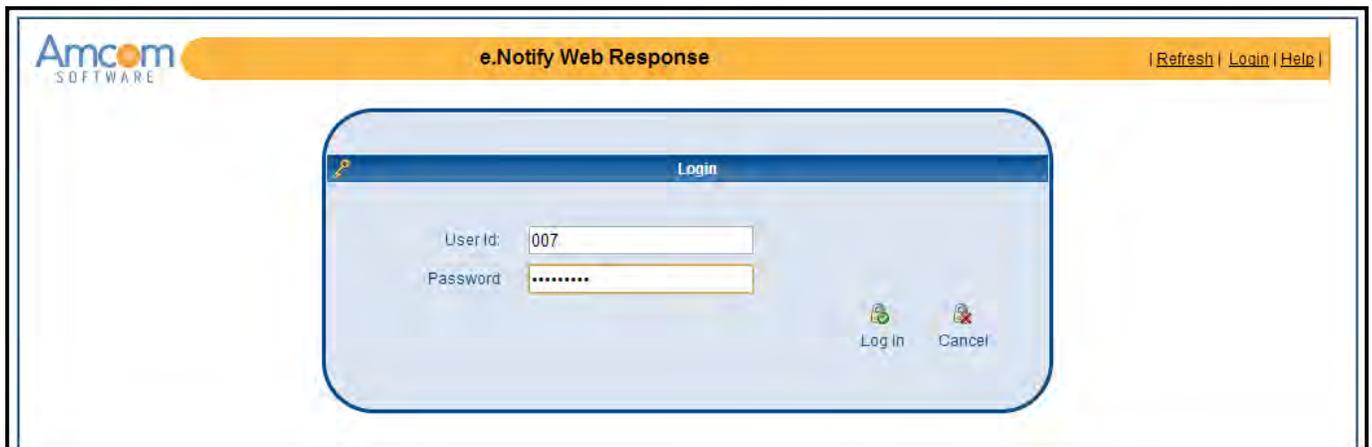
   Community Physicians: **Medical Students:**
   User ID: Provider ID (P in front)   User ID: Provider ID (MS in front)
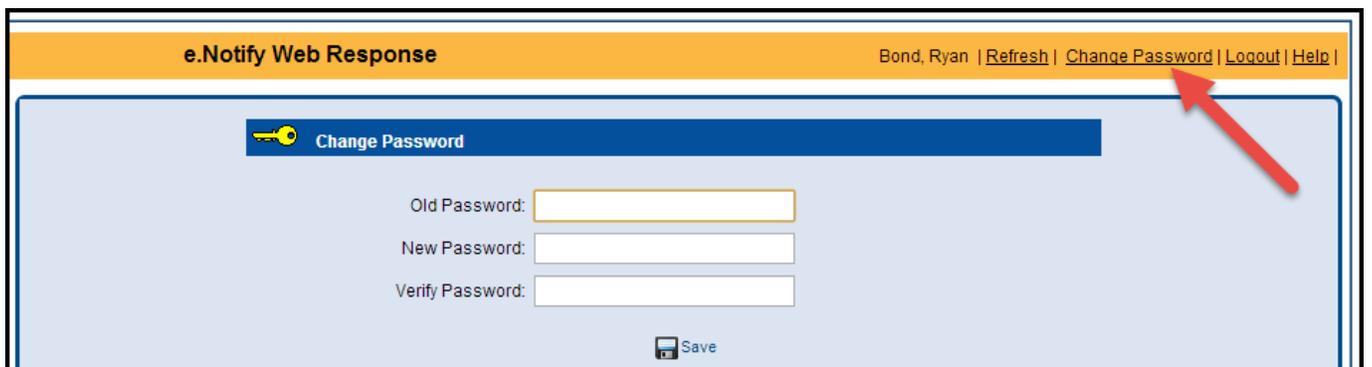   Password: Provider ID (P in front)   Password: Provider ID (MS in front)
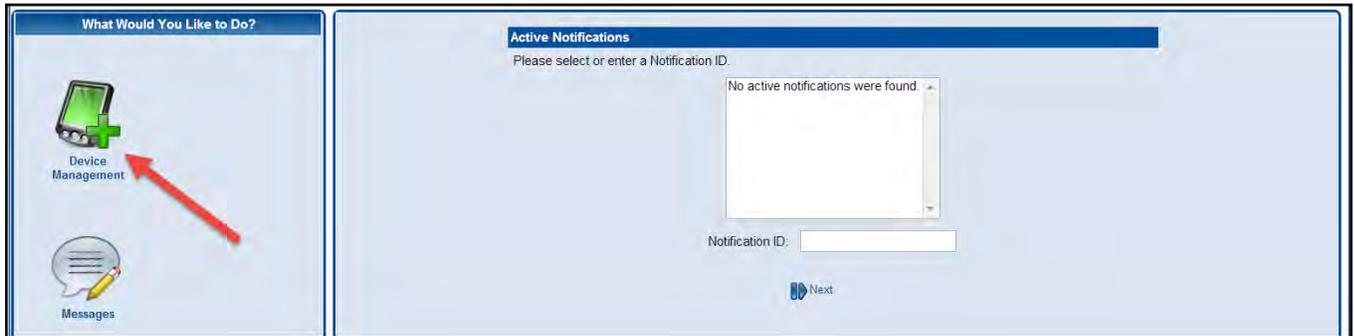

2. Click on **Change Password** to change your password to one that is more secure.

- 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.

4. Click on **(+) New** button

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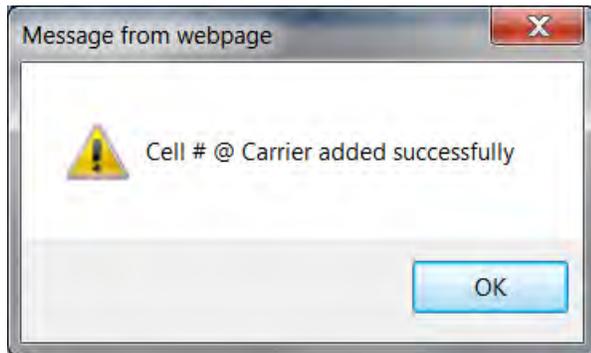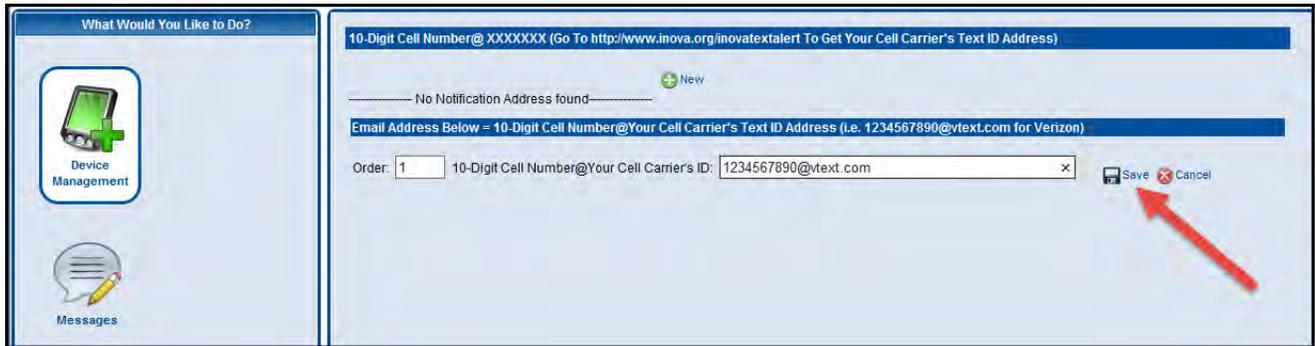Sprint: 1-1234567890@emg.sprint.com
Verizon: 1234567890@vtext.com
AT&T: 1234567890@txt.att.net
T-Mobile: 1234567890@tmomail.net

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

Enter the number **'1'** in the **Order** field.
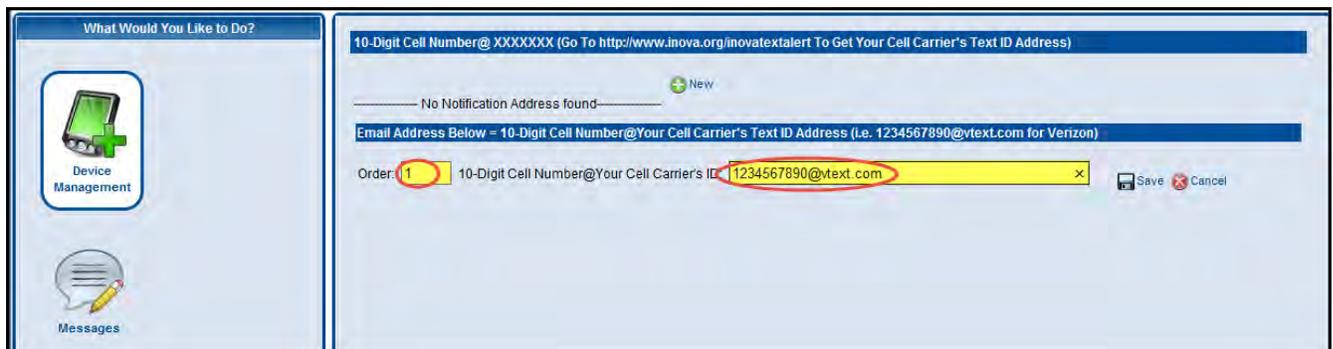
5. Save entry.

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.