1. IT will initiate so that you will get an email notification like this below for you to edit your profile.

Dear ananda,

You are invited to create an account in the Atlanta Technical College Member Portal. To get started just click on the link below or paste it into your browser:

https://member.everbridge.net/register/private/GKD/hn1r8oM3spreset289fV3Al5wagssspreset3D3spreset3D

Should you have any questions or if you received this invitation in error, please reply to arajeurs@atlantatech.edu

Regards,

Ananda Rajeurs

2. Click the link in your email to start editing your profile
3. Please **fill in the values as pointed against the arrows shown above** (username, password, confirm password, security question, answer)

4. Please **select the check box** to accept the Terms of use
5. Here you can change the order in which you receive your alerts. **School email address is default**, other than this you can select either personal email, text message or Mobile phone by **clicking the arrow next to these**.
6. Here just click **Skip this button**
7. Here please check the information you have provided whether it is correct or not. If not 
   1. Click edit button to make any modification
   2. If not click Finish to complete your alert subscriptions
8. Finally you will get the message telling that “Success! Your profile has been created”. As shown above.

If you need help please let me know so that I can help in getting things done.

Thank you for subscribing your alert notification system.