Cottonwood Heights City

Instant Notification System

Powered by: twitter

Self-Guided system to connect you and your family to the City EOC (Emergency Operations Center) for instant CERT leaders alerts, calls for community Volunteers and emergency up-dates, direct to your email & cell phone.

Steps to set up your Twitter account:

1. Open a web browser and go to; TWITTER.COM and click on the yellow - SIGN-UP> button.

2. Create a unique USER NAME (available), PASSWORD and the EMAIL where you prefer to receive messages.
   Record them here:
   USER:_____ PSWRD: _____ EMAIL:_____
   - ❍ Un-check the - LET OTHERS FIND ME BY MY EMAIL ADDRESS box. (below email entry field)
   - ❍ Un-check the - I WANT THE INSIDE SCOOP—PLEASE SEND ME EMAIL UPDATES! box. (page bottom)
   - ❍ Click on the CREATE MY ACCOUNT button.
   - ❍ Type in the SCRAMBLED LETTERS shown in the ARE YOU HUMAN? pop-up window. Click FINISH.

3. Skip the (1) suggestions page (you can customize later) and click NEXT STEP: FRIENDS>> button.

4. Next you will also skip the (1) suggestions (2) friends page and click the NEXT STEP: SEARCH>> button.

5. Now you're in the (1) suggestions (2) friends (3) search SEARCH page. In the blue window asking WHO ARE YOU LOOKING FOR? enter the appropriate City Twitter account name:

   - ❍ If you want CERT notifications: **CHCERT**
   - ❍ If you would like Volunteers Needed notifications: **CHVolunteers**

   - ❍ Click the SEARCH button, just below this field, still in the blue box.
   - ❍ The City's Profile(s) will appear. Go right and click on the gray FOLLOW button.
   - ❍ It should now say: FOLLOWING. Click the NEXT STEP: YOU'RE DONE! button. (bottom right)

6. You are now in your Twitter account Home Page.

7. Open another TAB in your web browser and log in to your email account. You will find an email from Twitter asking you to CONFIRM by clicking on the blue LINK TEXT in the body of the email. This will activate your email connection to Twitter and return you to your Twitter Home Page.

8. On your Twitter Home Page ... click on SETTINGS in the menu

   - ❍ This puts you in the ACCOUNT page.

   - ❍ Scroll down to PROTECT MY TWEETS and Check the box. Leave all other boxes Un-checked.
   - ❍ Click the SAVE button.
   - ❍ Enter your Twitter password to activate the PROTECT MY TWEETS feature and click the gray SAVE button.

OVER ...

CONTINUED .... from step 8.

NOTE:

At this point, you will get City **email messages** but you must complete the steps below to get them on your **cell phone.** To set up **instant messages** to your cell phone you must have **text messaging service** activated in your phone service. plan.

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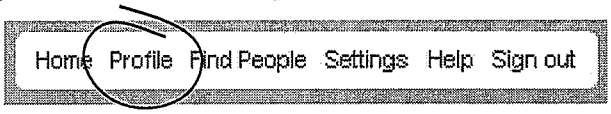
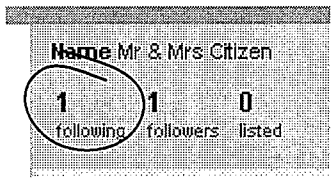
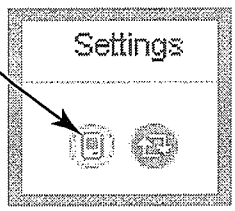
9. Click on MOBILE in the menu.

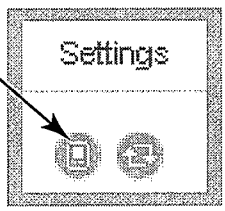
   - ❍ Enter your cell phone number (with area code) in item # 2.
   - ❍ Click the START button in item # 3.

10. The MOBILE page now shows your text messaging cell phone number at the top.

   - ❍ Click on PROFILE in the menu on the top of the page. 

11. Click on text link word "FOLLOWING" from the statistics list in the right corner. This will show you all the people you are personally "Following". 

12. Under USER/NAME there will be a list of the Twitter account profiles you are following. Look to the right and click on the gray cell phone icon 

until it turns green. 

YOU'RE FINISHED!! - Now you will receive instant cell phone text alerts

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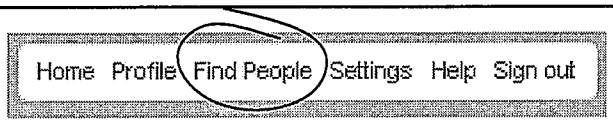
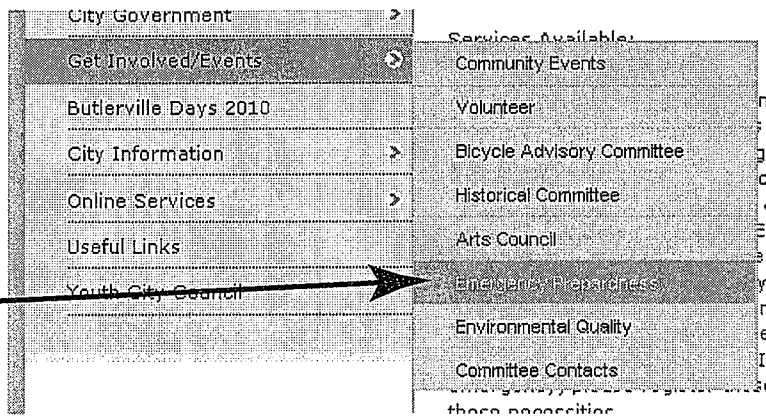
In the future return to the menu 

and change your personal info in the PROFILE area or use FIND PEOPLE to look up other friends, family etc. that you would like to FOLLOW.
(FOLLOW means you will receive real-time messages from them as soon as they send one.)

NOTE: You can get copies of this set-up form on the City web site:

www.cottonwoodheights.utah.gov

Click GET INVOLVED/EVENTS on the site map on the left side of the Home page. Then roll down the expanded window and click EMERGENCY PREPAREDNESS