

## Introduction

Venable utilizes Sungard's Assurance NM system for emergency notifications. By enrolling in this service, you can designate your preferences for being contacted in the event of an office closure, firm emergency, natural disaster or IT service outage.

## Register for Alerts

A one-time registration is all that's needed to begin receiving alerts. Venable has set up a self-registration portal to allow employees to create and maintain an alerting account.

**NOTE:** You will create a User Name and Password for accessing the Venable Self Registration Portal. Keep this handy to return to the site to edit or delete information.

### Accessing and Creating an Account

1. Browse to [venable.sendwordnow.com](http://venable.sendwordnow.com). The Venable Self Registration portal displays. Click **Register**.



2. At the authentication screen, type in your 5-character network ID and your 5-digit phone extension and click **Authenticate**.

Enter the authentication information provided by your organization.

Enter 5-character ID:

Enter your 5-digit phone extension:

Note: You can register on behalf of someone else by entering their User ID and phone extension.

4. Once successful, you will be prompted to create a Username and Password.
  - **Username:** Can be whatever you like and is not in any way tied to your Venable credentials. It can be your User ID, first or last name, etc.

- **Password:** Requires at least 8 characters, requiring upper and lower case characters and at least 1 symbol. *If your password does not meet the criteria, you cannot complete your account creation.*

5. Complete the fields and click **Create User**. Once your account is created, you will be presented with the main page displaying four tabs.

### User Information Tab

- The First and Last Name will be auto-filled based on the User ID.
- A Change Password section appears below if you need to change the account's password.
- Click **Next** to move to the next tab.

### Contact Information Tab

Enter your contact points in order to receive alerts.

1. **Phone.** Add additional phone numbers and select whether you want a phone call and/or a text message.
  - The account's work phone number is automatically added and cannot be removed.
  - Click **Test it Now** to verify receipt of the alert. There is a few seconds' delay in receiving the alert.

Phone		Call	Text		
Work Phone: *	<input type="text" value="4105282811"/>	<input type="text" value="72811"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input style="font-size: small;" type="button" value="Test It Now!"/>
Mobile:	<input type="text" value="4435551212"/>	<input type="text" value="Extension"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input style="font-size: small;" type="button" value="Test It Now!"/>
Alternate Mobile:	<input type="text" value="Phone Number"/>	<input type="text" value="Extension"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="font-size: small;" type="button" value="Test It Now!"/>
Home Phone:	<input type="text" value="4105550551"/>	<input type="text" value="Extension"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input style="font-size: small;" type="button" value="Test It Now!"/>

2. **Email.** Designate one or more email addresses.

- Your work email is already part of your profile and does not need to be added.
- To add a vendor SMS/MMS text, use  
[phone number]@mms.[carrier].net;  
for example:

2022223344@mms.vzn.net

**NOTE:** Replace *vzn* with *att* if AT&T is your mobile provider.

Email	
Label	Address
Work Email: *	<input type="text" value="dtraube@venable.com"/> <span>Test It Now!</span>
Alternate Email 1: *	<input type="text" value="dtraube@gmail.com"/> <span>Test It Now!</span>
Alternate Email 2:	<input type="text"/> <span>Test It Now!</span>
SMS (Text):	<input type="text" value="4435557788@mms.att.net"/> <span>Test It Now!</span>

3. **BlackBerry PIN (optional)**. Add a BlackBerry Pin to receive alerts on a BlackBerry device.
4. Click **Next**.

### Additional Information Tab

- The work address for the account is displayed here as well as primary office. This is needed for location-related alerts. Click **Next**.
- Click **Submit** to complete your registration.

If you wish to set up Cascading Profiles, please refer to the next section. Otherwise your registration is complete.

### Cascade Profiles Tab (OPTIONAL)

Profiles can be set up to set specific alerts based on day and time. **You must, however, submit your contact information before you can set up any cascading profiles.**

1. If you want to set up a profile, click **Login** from the Venable Self Registration home screen and enter the username and password that you created during registration.
2. Click the next button until you arrive at the **Cascade Profiles** tab.
3. Click **Add New Profile**.
4. Name the profile and change settings as appropriate.

**Profile Details**

Profile Name:  Activation Date:

Description List: Close

Description:

Days:  Monday  Tuesday  Wednesday  Thursday  
 Friday  Saturday  Sunday

Contact Points	Rank	Time
<input checked="" type="checkbox"/> Alternate Email 1	<input type="text" value="2"/>	Start: <input type="text" value="07"/> <input type="text" value="00"/> <input type="text" value="AM"/>
<input checked="" type="checkbox"/> Mobile	<input type="text" value="1"/>	
<input checked="" type="checkbox"/> SMS (Text)	<input type="text" value="3"/>	End: <input type="text" value="11"/> <input type="text" value="55"/> <input type="text" value="PM"/>
<input checked="" type="checkbox"/> Work Email	<input type="text" value="4"/>	
<input type="checkbox"/> Work Phone	<input type="text" value="1"/>	

Save Cancel

5. Click **Save**. Click **Close** to return to the main screen. Your newly-added profile is displayed.
6. You can always come back here to edit a profile or create additional profiles.

Activate	Name	Activation Dates	Actions
<input checked="" type="checkbox"/>	Weekend	11/16/2016	<span>Modify</span> <span>Delete</span> <span>Schedule</span>

7. Click **Submit** to save your changes. You can then log out and close your browser window.
  - Then click **Logout**. You may receive a message noting that you need to click Submit to save; just click **OK**.

## Updating Information

You can access the Venable Self Registration Portal page at any time to add or change information or preferences.

1. Browse to **venable.sendwordnow.com**. The Venable Self Registration portal displays. Click **Login**.
2. Enter the Username and Password for the portal account and click **Login**.
3. Access the appropriate tab(s) and update field(s) as needed.
4. From the Cascade Profiles Tab, click **Submit** to save your changes. You may receive a message noting that you need to click Submit to save; just click **OK**.

## Additional Assistance

If you forget your portal password, click the **Forgot Password** link. An email will be sent to the email address for the account to reset your password.

Please contact the IT Service Desk with any questions.