



BulldogAlert Setup Instructions

Why enter information in BulldogAlert?

In the event of a critical campus emergency, The Citadel will sound a siren and use the **BulldogAlert** system to send you email and text messages, call the mobile phone number cadets provide to the Commandant, and call up to 5 additional numbers you specify. If there is a **BulldogAlert** issued, immediately move to a secure location and follow the instructions you receive.

BulldogAlert Setup

For your personal safety, all cadets, students, faculty, staff and non-payroll personnel working on the campus are required to setup and maintain up-to-date contact information in BulldogAlert at all times. Follow the steps below to configure your BulldogAlert information now.

Step 1: Login to Lesesne Gateway to find the **Personal Information** channel


- **Students:** top, right-hand side of the **Student** Tab
- **Employees:** Fac/Staff/Vendor – top, right-hand side of the **Employee** Tab



- Click **Update BulldogAlert Contacts**

Step 2: Login to BulldogAlert

- Enter your Citadel **E-mail Address**, for example: jdoe3@citadel.edu
- Enter the **ID Number** printed on your Campus Wide ID (CWID) card
- Click **Sign In** to access your record



Campus Portal → **Sign In** → Edit Contact Information → Confirm → Sign Out

Welcome to the **THE CITADEL** website. Please enter your contact information for us to reach you with important announcements.

To access your information, please enter the **e-mail address** and **ID number** that you have used to register.

E-mail Address:
 (Example: name@domain.com)

ID Number:
 (Example: 12345)

Step 3: Review Auto-Generated Fields

Your **ID Number**, **First Name**, **Last Name**, and **Primary (Citadel) E-mail Address** are generated for you automatically and cannot be changed.

*If information in the auto-generated fields is incorrect, submit an **ITS Hotline**.*

Step 4: Campus Address – Cadets and Campus Residents Only

- **Cadets:** Type your Citadel **Barracks Name** and **Room Number**
*For example, if you live in room 3108 of Law Barracks, type: **Law 3108***
- **Campus Residents:** Type your Citadel campus address
- Type the **City** (Charleston), **State** (SC), and **Zip Code**
- Enter **29409** as your Zip Code

ID Number:

First Name: **Last Name:**

Address:
 (Please enter the address where you live during the school year)

City: **State:** **Zip Code:**

Primary E-mail Address: (Example: name@domain.com)

Enter your Barracks name (Watts, Murray, etc.) and Room Number

Step 5: Secondary E-mail Address

- Type a personal email address you use, such as Hotmail, BellSouth, etc.

Step 6: Mobile Phone

A. Faculty/Staff/Employees/Non-Cadet Students

Enter your primary cell phone number

B. Cadets:

Mobile Phone – Automatically Generated from Banner for Cadets

- Cadets - this number is used by the Commandant's Office to contact you.
- It copies to BulldogAlert nightly from your Citadel student record.
- *Any changes you type into this field will **NOT** be saved.*

To change the number in this field:

The Commandant's office circulates a roster weekly during the first few weeks of fall where you can indicate a change if needed.

If at some time in the future you need to change this number, contact:

Mrs. Sally Keltner, Admin. Assistant - Office of The Commandant

keltners@citadel.edu

Secondary E-mail Address:

Please provide up to six phone numbers (Example 999-555-1212).

Mobile Phone:

Home Phone:

Work Phone:

Mobile Phone (Alt.):

Home Phone (Alt.):

Work Phone (Alt.):

If you would like to receive text messages, please provide an SMS phone number.
 SMS Phone:

CALL PREFERENCES
 Please use the drop-down below to indicate your main contact phone number.
 Main Contact Number:

If you use a TTY/TDD device, please choose the appropriate phone number.
 TTY Phone:

Submit changes through the Commandant's Office if you ever need to change this number.
 The number in this field is updated nightly from your Citadel record. Although you can type data in this field it will be overwritten, not saved.

Enter phone numbers and SMS if you use texting.

Step 7: Additional Telephone Numbers and SMS/Texting

- Enter up to 5 additional numbers that should receive notification from BulldogAlert and enter a number for **SMS Phone** if you use texting.
- Include your parent/guardian so they will automatically be sent updates as to your whereabouts if you must evacuate the campus.

Step 8: Call Preferences

Choose a number as your primary contact number.

Step 9: Review data, then Save Your Changes

- Click **Update My Information** to save your work.
- Review a summary; change data if needed, then click **Yes, it is correct.**
- Type the translation of the graphic (CAPTCHA) to complete the process.

You will receive a confirmation message when your data is updated successfully.



Campus Portal → Sign In → Edit Contact Information → Confirm → **Sign Out**

Thank you! Your contact information has been updated in the notification system of **THE CITADEL**. To edit your information, [click here](#).

Your contact information has been successfully updated in the notification system of **THE CITADEL**.

Congratulations!

You have successfully updated your BulldogAlert information!

Step 10: Add BulldogAlert to Your Contacts

- The telephone number that appears when your phone is called for a BulldogAlert notification is **843-577-3829**.
- At your earliest convenience, add this number to your phone contacts as **Citadel BulldogAlert**.