

Nex-Tech, Inc.  
**TotalNotify User Guide**

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## Glossary

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## Creating a User Account

1. Open your web browser (Internet Explorer or Mozilla Firefox) and go to the TotalNotify web portal, <http://login.totalnotify.com>.
2. Click on the “Need An Account? Sign Up Here” link at the top of the page.



- a. After you have filled out the form you will be taken to the TotalNotify.com portal where you can sign up for alerts.

- i. Please read the information on the pop-up window before clicking the "Close" link.
- ii. You can now skip down to the "Signing up for Alerts" section of the user guide.

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## Logging into totalnotify.com

1. Open your web browser (Internet Explorer or Mozilla Firefox) and go to the TotalNotify web portal, <http://login.totalnotify.com>.
2. Enter the "E-mail Address" and "Password" you used when signing up for your totalnotify.com account.
  - a. If you cannot remember your password simply click on the "Need Password Reminder" link in the middle of the page. Enter your e-mail address in the pop-up box and your password will be e-mailed to you.

*\* Note: if you want to sign up for specific school or business alerts you need to sign into their specific portal to be associated to their alerts. For a list of schools or businesses who use TotalNotify please visit <http://www.totalnotify.com/customers/>.*

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## Signing up for Alerts

1. Log into the TotalNotify web portal by opening your web browser (Internet Explorer or Mozilla Firefox) and go to the TotalNotify web portal, <http://login.totalnotify.com>.
2. Click on the tab you are interested in. Click on the "Select, Select All or Select Some" link.
  - a. If you chose "Select Some" you now need to decide which individual alert groups you would like to sign up for.
  - b. Now you need to choose how you would like to receive this specific alert. Your options are E-mail, SMS Text Messaging, Text to Voice or Instant Messenger. *(Text to Voice will work with both land lines and cellular phones. Instant Messenger will only work with [Google Talk](#))*
    - i. *If you choose Instant Messenger you will need to add [alertslinger@gmail.com](mailto:alertslinger@gmail.com) as a buddy in order to receive the alerts.*
  - c. Once you have chosen how you would like your alerts delivered, fill out the information presented.
  - d. Now you can choose to test your new alert or skip and sign up for another alert.