

Instructions for logging in to Regroup Mass Notification System

All current faculty, staff and students are pre-registered using the contact information on file. Please login under the **"Already a Member? Log in"** section and follow the steps below to verify your contact information.

1. Open web browser and navigate to <https://shawu.reggroup.com/signup>. The **'Please login or register to continue'** web page will be displayed.

2. In the **'Already a member? Log in'** section, to verify your contact information such as cell number and email address. Make sure that your current cell number is listed in your profile.
 - a. **For Students:** In the Username textbox, **enter your Student ID** → in the Password text box, enter your PIN → Select **'Student'** in the dropdown box
 - b. **For Employees:** In the Username textbox, **enter the same Username** you use to login to your computer/email account → Password **enter the same Password** you use to login to your computer/email account → Select **'Employee'** in the dropdown box
 - c. Click **'Log in'**
3. Once logged in, click the **'Email | Phone'** tab. The Email Preferences page appears.

- a. Under the **Email Preferences** section, **review your email address**
- b. Under the **Text and Voice Preferences** section, review your phone number or enter a phone number → check the **'Text'** and/or **'Voice'** boxes to select preferred Regroup notification(s)
- c. Click **'Save'** to save your profile.