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.

Login Directly to BulldogAlert
You can access your information by logging in at the location below. For your convenience, there is also a link to this information in the Lesesne Gateway portal.

https://bulldogalert.bbcportal.com

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 or john.doe@citadel.edu

- Enter the ID Number printed on your Campus Wide ID (CWID) card (Note: Employees, CWID appears on the top right-hand side of your pay stub in Employment Details channel on the Employee Tab.)

- Click Sign In to access your record

If you cannot login, please contact the ITS Help Center at 953-HELP/4357.

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: Address – Skip this Section

BulldogAlert uses location information from your Banner record. (Note: Your address will not appear in these fields.)
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

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.

---

**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**
• Email messages arrive from the address: **BulldogAlert@citadel.edu**
Please contact the ITS Help Center for help at 843-953-HELP/4357.