

IRIS User Information Update Instructions

To update your information for the Immediate Response Information Service (IRIS) please go to www.useiris.com

The screenshot shows the TechRadium IRIS website homepage. At the top left is the TechRadium logo with the tagline "The Industry Leader in Mass Notification". To the right is the IRIS logo with "USE" above it. A navigation menu includes Home, What is IRIS?, Industries, Support, Getting IRIS, About TechRadium, and Contact Us. The main content area features "IRIS for..." with buttons for Education, Utilities, Government, Military (selected), Non-Profit, and Commercial. The Military section includes a text block and a photo of soldiers saluting. Below this are sections for Newsroom, IRIS Demo (with a phone number input field and Send button), Customers (with a star logo), and IRIS Login (with Username and Password input fields and a Sign in button).

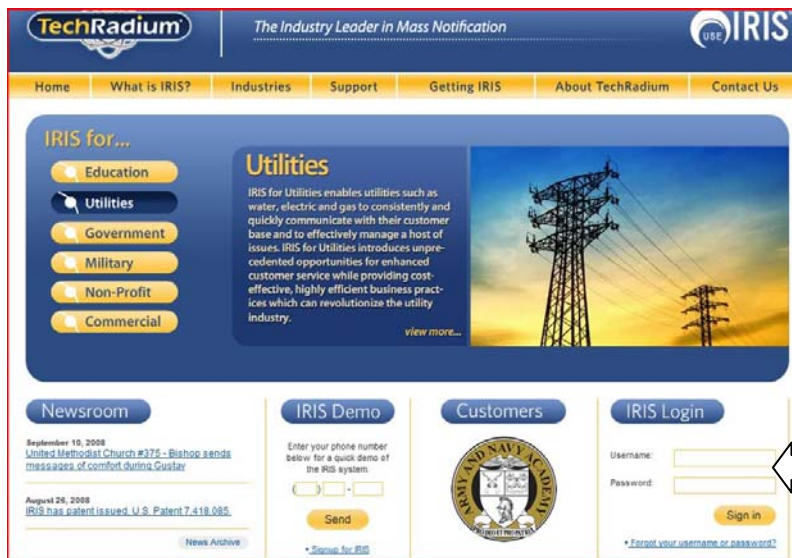
Below the sign in box in the lower right corner is a link to have your password sent to your email account which is already in the system.

This close-up shows the bottom right corner of the login section. It features a yellow "Sign in" button and a blue link that reads "• [Forgot your username or password?](#)".

The screenshot shows the "Sign-In Information Request" form. It has the IRIS logo and the text "Immediate Response Information System by TechRadium, Inc." at the top. The form asks the user to "Enter your email address so that your sign-in information can be sent to you." and includes an "Email:" input field. At the bottom is a blue "SUBMIT" button with a green checkmark icon.

Enter your email address and click Submit. Your username and password will be in your email address. If you do not receive an email with your information please let us know by emailing irishelp@stmarysannapolis.org.

How to make updates using the Immediate Response Notification System (IRIS)



To update your IRIS contact information go to <http://www.useiris.com> and log in.

The image shows the "Account / Contact Information Edit Form" on the IRIS website. The form is divided into two main sections: "Account Information" and "Contact Information". The "Account Information" section includes fields for *First Name, *Last Name, Middle Initial, *Username, New Password, and Verify Password. There are also dropdown menus for Language (set to English) and Gender, and a date field for Date of Birth. The "Contact Information" section includes fields for Phone Number 1, 2, and 3, each with an "SMS" checkbox. There are also fields for Email, Second Email, Pager Number, Alphanumeric Pager?, Address 1, Address 2, City, State, and Zip. A green "SAVE" button is located at the bottom left of the form. A white arrow points to the "SAVE" button. Another white arrow points to the "SMS" checkbox for Phone Number 1. A third white arrow points to the "SMS" checkbox for Phone Number 2. A fourth white arrow points to the "SMS" checkbox for Phone Number 3. A fifth white arrow points to the "Second Email" field.

In the update screen you will have the opportunity to change your password, update your phone numbers, and email addresses. Check the SMS boxes next to the telephone numbers if you want text messages sent to your phone.

The other fields will not allow changes. If you find an error in a field you can't change please contact the school at irishelp@stmarysannapolis.org or 410.990.4216.

When you are finished updating your information click the save button.