UCSF Health
Emergency Management

everbridge

Everbridge: How to Add and Delete Staff
(Manager Access Level Only)

Step 1 →	Login to http://myaccess.ucsf.edu and login with your MyAccess account
Step 2 →	Click on to ⭐ **Everbridge Manager Portal** launch platform
Step 3 →	Click on **UCSF Alerts** and select **H_GM_All_Contacts**
Step 4 →	On the Dashboard click on 👥 **Contacts** then select **Contacts** **Groups** **Rules** tabs
Step 5→	a. Click on ⊞ Nursing and select ⊞ 8s b. Click on the corresponding group that you wish to add the new employee. (Group will be highlighted) Charge AM ✏️ 🗑️
Step 6→	**Adding New Employee to Group(s)** a. Click **Add Contact ▼** b. Select **Add existing contacts to this Group** Add a new contact to this Group. c. Enter the [First Name] [Last Name] 🔍 , and click search d. Check box next to name as illustrated below: ☐ First Name M.I. Last Name ▲ External ID Record Type ☑ ▭ ▭ ▭ UCSF Employee e. Click **Add to Group** f. Search name of new employee in the group to verify.
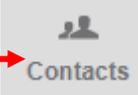
Last Updated: 11/2/2020

Everbridge: How to Add and Delete Staff Continued…
(Manager Access Level Only)

Deleting an Employee from Group(s)

a. Search employee name in the corresponding group

Charge AM
Oct 21, 2020 13:37:57 PDT, francine sneddon

Description: ☐ | Done   Max 500 characters

☐ Add a sequence. ⓘ

| Move | Remove ▼ | Add Contact ▼ |

Step 7→
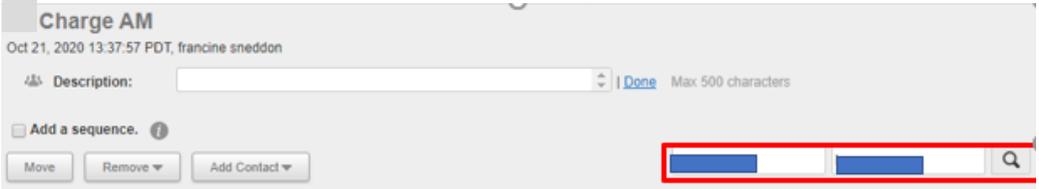
b. Check box next to name

☐ First Name	M.I.	Last Name ▲	External ID	Record Type
☑				UCSF Employee

c. Click on remove

| Move | Remove ▼ | Add Contact ▼ |

d. Select

from this Group

from this Group and its subgroups

e. Click

Confirm ⊗

Are you sure you want to remove these contacts
from this Group? (They will not be deleted)

| Yes | No |