Informacast Mobile User Setup

Informacast mobile is used by administrative staff and other special purpose recipients. We are licensed for 50 Informacast mobile users.

Login - Log in at: https://admin.icmobile.singlewire.com/icmobile/#/login

Use your CalSchools email address for Google SSO

Add User

- Users
- Click on Create User in upper right to add a new users

Basic Information

- Name (First & Last)
- Email
  - Check Create an Email Device
  - Check Verify Email Device
  - Save

Under Registered Devices and Locations

- Add User Device
  - Device Type: SMS
  - Phone Number: District cell phone number
  - Name: Mobile
  - Enabled
  - Save
  - Verify Device Immediately: Check Verify Device
  - OK

Add additional mobile numbers for SMS, phone number for voice calls, and additional email addresses

Communication Preferences

Subscribe to Distribution List

- Add Mobile group membership based on position
  - Mobile-Admin All
  - Mobile-[BLDG]

> Note: The members of these groups get notifications for different situations

Security Tab

Security Information
Enter lockdown notifications the user can initiate by selecting Security Group

- Assign to Security Group
- [BLDG}-Lockdown
- Save

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