Accessing Laundry Alert

1: Type in the internet address: [www.laundryalert.com](http://www.laundryalert.com) and hit enter from your internet browser connection.

2: You will be directed to the Laundry Alert Home
3: Enter the password: csumb721 in the box, and click the “Sign In” tab. This will take you to the Laundry Alert web page for California State University, Monterey Bay.

4: This is the home page for CSUMB. It displays the location of the laundry rooms, how many washers and dryers are in each room and how many are in use at the time the page is accessed.
5: For our purposes of this tutorial we will now click on Pinnacles Suites.

The page that loads will show you all of the machines in the Pinnacles Suites laundry room, the types of machines in the laundry room, the status of each machine, and the estimated time remaining if a machine is currently in use.
6: In the upper left hand corner of the page, there are 5 blue bars: Laundry Room, Let Me Know, All Laundry Rooms, Room Usage, and Request Service.

A: Clicking on Laundry Room will display all Laundry Rooms at CSUMB that are on Laundry Alert and you can click on any of the rooms displayed and you will be directed to the details for that Laundry Room. (See step 5 above.)

B: Clicking on Let Me Know will pull up another link that reads, “E-Mail/Text.”
Clicking on the E-Mail/Text bar will cause a pop-up screen to appear.

From this pop-up, you may select one of 3 choices:

a. Let me know when machine XXXXXX is done – selecting this option will let you know when your laundry is finished. In order to select this option, you need to know the 6 digit machine ID. Enter the 6 digit machine ID, enter your email address or phone number, and click Submit. When your machine has completed its cycle, an email or text message will be sent to you.

The 6 digit machine ID is located on a tag on the machine.

b. Let me know when X washer(s) are available – selecting this option will let you choose the number of washers to check the status on. When the number of washers you selected are available, an email or text message will be sent to you.

Please note that this is for notification purposes only. LaundryAlert does not reserve machines so if somebody is waiting in the laundry room or beats you to the laundry room, the machines may not be available by the time you get to the laundry room.

c. Let me know when X dryer(s) are available – selecting this option will let you choose the number of dryers to check the status on. When the number of dryers you selected are available, an email or text message will be sent to you.

Please note that this is for notification purposes only. LaundryAlert does not reserve machines so if somebody is waiting in the laundry room or beats you to the laundry room, the machines may not be available by the time you get to the laundry room.
C: Clicking on All Laundry Rooms will take you back to the home page again (see step 4 above).

D: Clicking on Room Usage will cause a pop-up screen to appear that shows the laundry room usage over a 2 week period. This will let you see when the machines have been used most heavily so that you can plan your laundry strategy.
E. Clicking on Request Service will open another window or tab where you can report a problem with a machine. Fill out the form completely and a service technician will be notified of the issue and take the appropriate steps to resolve it.