

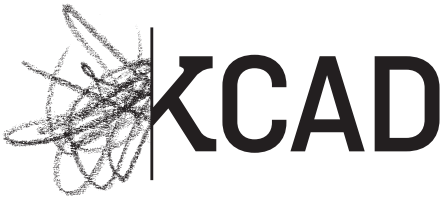


Kendall College of Art and Design
Ferris State University

How to Sign Up for Emergency Text Alerts

1. Sign into your MyFSU account.
2. Under the "Student" tab, click on the "Life@KCAD" icon.

The screenshot shows the MyFSU website interface. At the top, the MyFSU logo is displayed. Below it is a red navigation bar with tabs for Home, Student, Forms, Library, and Communities. The 'Student' tab is highlighted with a black box. Below the navigation bar, there are two sections of 'Student Quick Links'. The first section, 'Student Quick Links', contains six icons: MyAccount (dollar sign on a document), Financial Aid (dollar sign on a life preserver), MyRegistration (document on a laptop), MyRecords (folder), Life@FSU (@ symbol), and Academic Support (open book). The second section, 'Student Quick Links - KCAD', contains five icons: MyAccount, Financial Aid, MyRegistration, MyRecords, and Life@KCAD (@ symbol). The 'Life@KCAD' icon is highlighted with a black box.



How to Sign Up for Emergency Text Alerts

3. Within the "Sign Up for Text Alerts" box, Click on the "Emergency Text Alert" link.

MyFSU

Home Student Forms Library Communities

Home Community Student Life@KCAD

About KCAD

- KCAD Library
- KCAD Building / Lab / Bookstore Hours
- KCAD Bookstore Website
- KCAD Galleries
- KCAD Faculty Directory
- KCAD Security

KCAD Housing&Parking

- KCAD Housing
- KCAD Parking

KCAD Student Recreation&Services

- KCAD Activities and Resource Center
- KCAD Student Organizations
- KCAD Study Away
- KCAD Student Services

KCAD Employment

- KCAD CareerLink
- KCAD Work Study/Employment

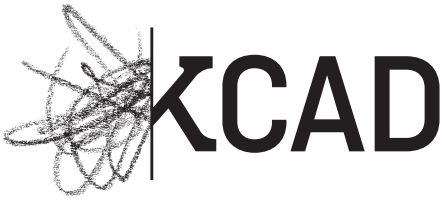
Sign Up for Text Alerts

- Emergency Messaging Information

When you enter this link you will need to click on "**Current**" under the "**Permanent**" header. Then look for the header "**Phone Type**", click on the down arrow in the first box and select "**Emergency Text Alert (Mobile)**" and then enter your cell phone number. **Don't forget to submit your changes. See illustrated instructions.**

Emergency Text Alert

- Frequently Asked Questions



How to Sign Up for Emergency Text Alerts

4. Click on the "Current" link under the "Mailing (HR/Student Employ)" heading **OR** select from drop-down menu to insert address.

Addresses and Phones

Mailing (HR/Student Employ)

Current: Nov 19, 2015 to (No end date)

Phones

Primary:

Permanent (Student Use)

Current: Sep 26, 2011 to (No end date)

Phones

Primary:

Emergency Text Alert (mobile):

Type of Address to Insert:

- Select
- Local (Student)
- Mailing (HR/Student Employ)
- Permanent (Student Use)

Submit

5. To update your contact information, look at the boxes on the next page, making sure all the information is current.

6. To sign up for emergency text alerts, locate the section of the page shown below.

Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
<input checked="" type="checkbox"/> Select Cell Phone	123	1234567		OR	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Emergency Text Alert (mobile)				OR	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Telecom Device for the Deaf				OR	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Select				OR	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Select				OR	<input type="checkbox"/>	<input type="checkbox"/>

Submit

Reset

Select a Different Address to Update

7. Click to display the drop-down menu and choose the option labeled "Emergency Text Alert (Mobile)," then fill out the rest of the appropriate boxes in that line.

NOTE: Make sure to put seven (7) digits in the "Phone Number" box. Leave the "Ext." box for if you have an additional extension after the 3-digit area code and 7-digit phone number.

8. Once you have finished updating your contact information in all of the boxes, click the "Submit" button.