1. Sign into your MyFSU account.
2. Under the “Student” tab, click on the “Life@KCAD” icon.
3. Within the “Sign Up for Text Alerts” box, Click on the “Emergency Text Alert” link.
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.

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.

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.