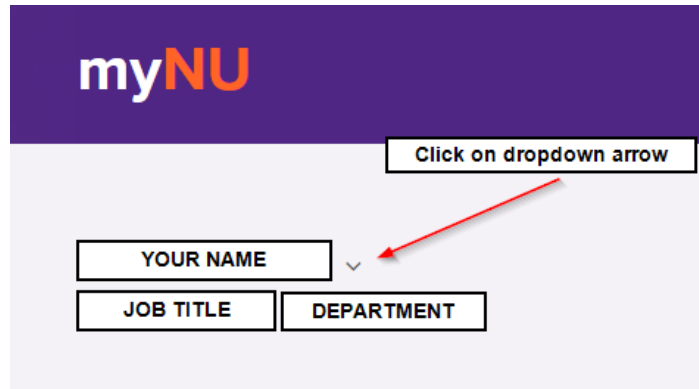
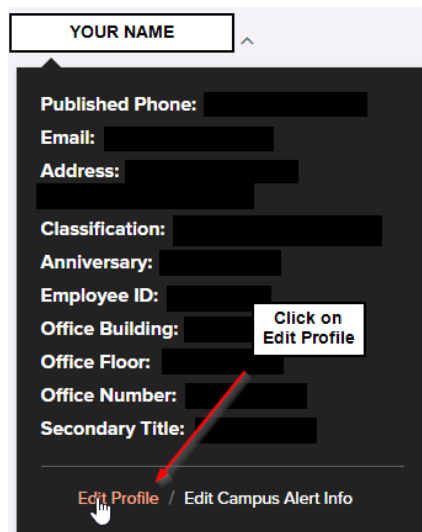


INSTRUCTIONS TO RECEIVE CAMPUS ALERTS TEXT (SMS) MESSAGES

1. Login to your myNU account (<https://mynu.niagara.edu/>)
2. Click on dropdown arrow next to your name located on the left hand side of the screen (as shown below).



3. Once dropdown appears, click on Edit Profile in lower left hand corner of dropdown menu (as shown below).



4. Once Directory screen appears, click on Campus Alerts on left hand menu (as shown below).

Directory

Directory

Campus Alerts



Click on
Campus Alerts

Information (Must Be Updated By Human Resources)

Name
Email
Position
Department
Address

INSTRUCTIONS TO RECEIVE CAMPUS ALERTS TEXT (SMS) MESSAGES

- Once Campus Alerts screen appears, enter in your Cell Phone Number (required) under Notification (Alert) Information. You may also elect to enter an Alternate Email Address to receive alerts, but this is optional. Click Submit to complete sign-up (as shown below).

Campus Alerts

Directory

Campus Alerts

If you would like to participate in our SMS alert system, please provide us with your cell phone number and alternate e-mail address below. This service would send you a text message in the event of a university emergency, closings due to weather, and other important information. By providing this information and pressing the submit button below, you acknowledge that you will incur any charges that may result from receiving a text message from us. Please check with your cell phone carrier about rates associated with receiving text messages based on your particular plan.

Notification (Alert) Information

Cell Phone Number (Required) * Alternate Email Address

Enter in your Cell Phone Number with area code to receive Text (SMS) Alerts

Submit

Optional: Enter in an Alternate Email Address, such as a personal email address to receive campus alerts via email, as well.

Click Submit once you have entered your Cell Phone Number, as well as your Alternate Email Address, if electing this option.

- Once you click Submit, a screen will appear to confirm that you have been successfully signed up for Campus Alerts (as shown below).

Campus Alerts

Directory

Campus Alerts

You are now signed up to receive text messages from Niagara University.