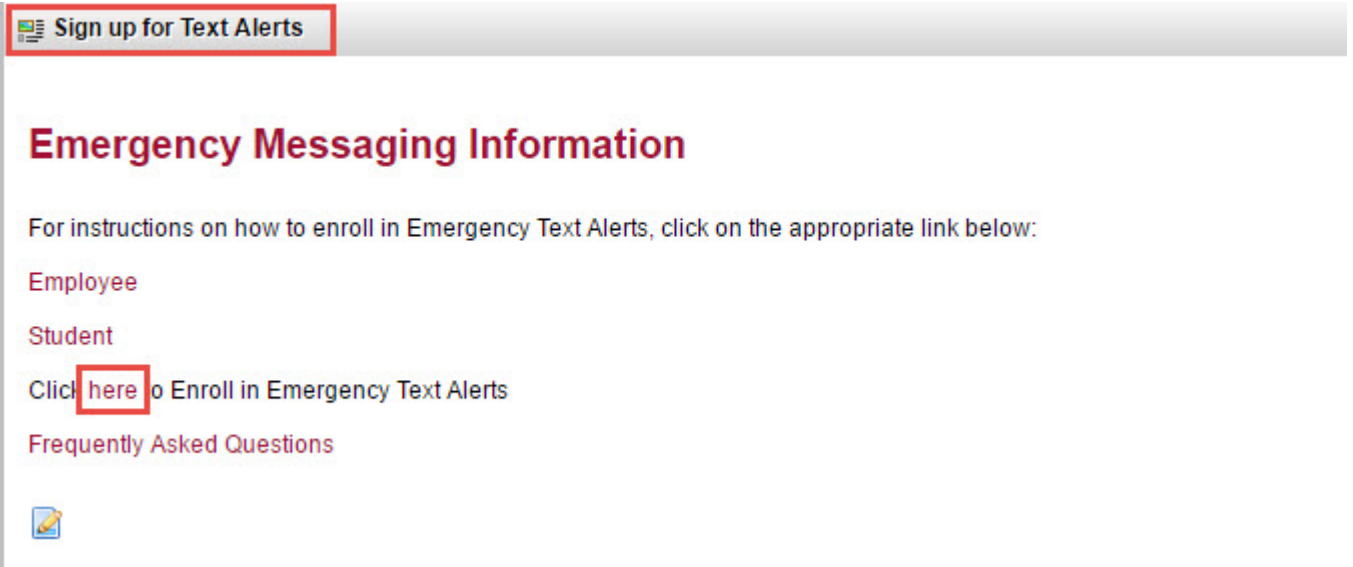


How to Sign Up for Emergency Text Alerts: Employees

- 1: Sign into your MyFSU account.
- 2: On the “Employee” tab, locate the “Signup for Text Alerts” channel and click the "here" link on the "Click here to Enroll in Emergency Text Alerts"



- 3: Click on the “Current” link under the “Mailing (HR/Student Employ)” heading:



- 4: If you want to update your contact information, look at the boxes on the next page, making sure all of the information is current.
- 5: To sign up for emergency text alerts, locate the section of the page that is shown below:

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

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.

6: Once you have finished updating your contact information in all of the boxes, click the “Submit” button at the bottom of the page:

Select a Different Address to Update