

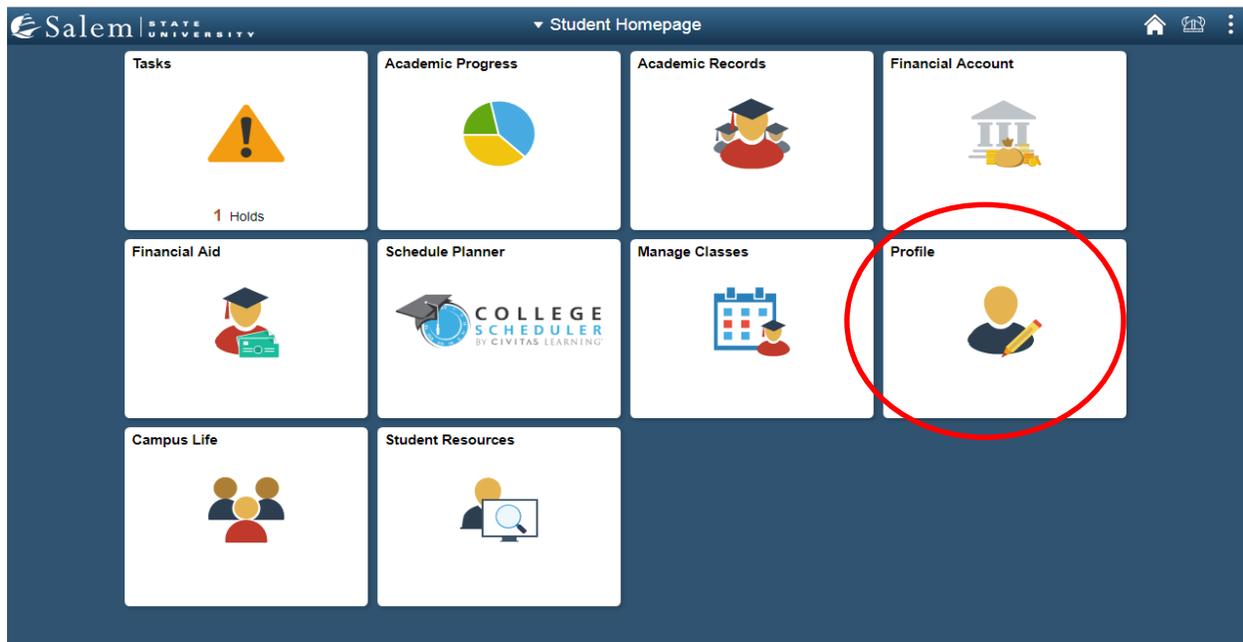
Student Navigation Center

How to: Receive campus emergency notifications

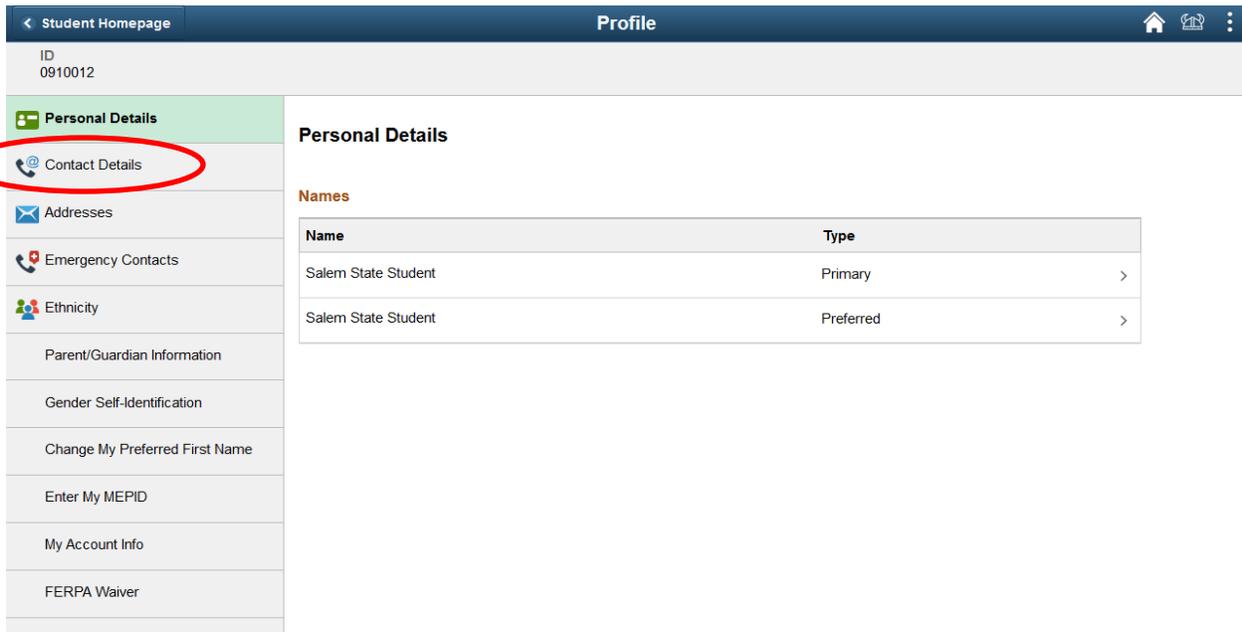
1. Log into Navigator.



2. Once at the Student Homepage, click on "Profile".



3. Next, click on "Contact Details" in the menu-bar.

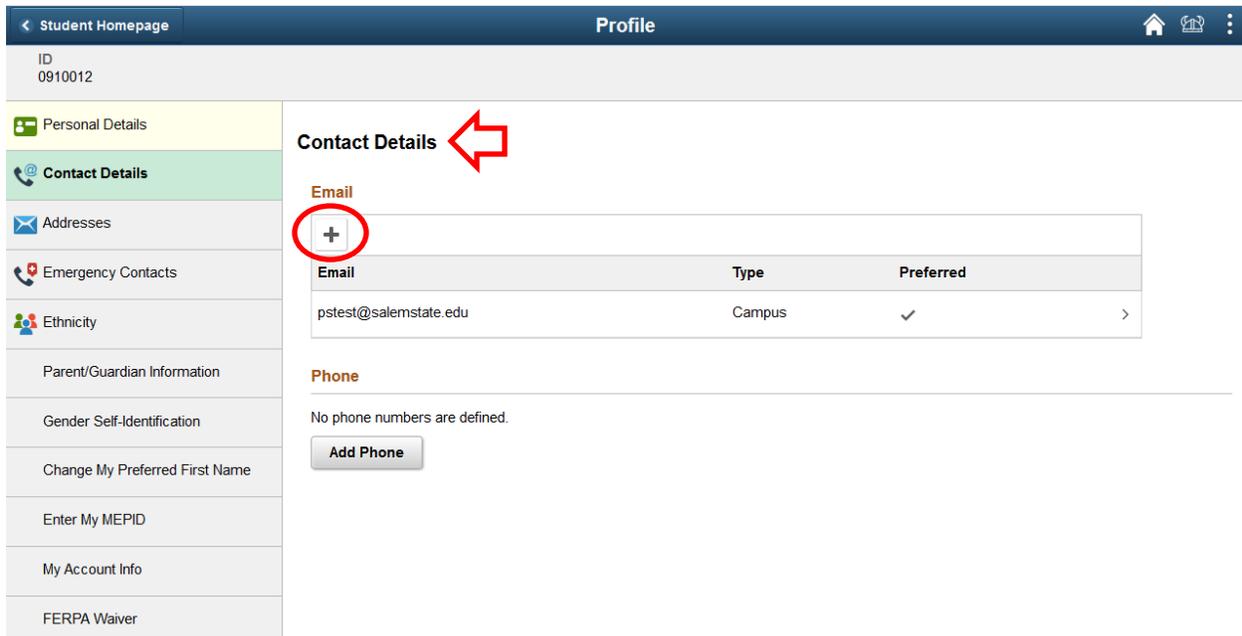


The screenshot shows the 'Profile' page for a student with ID 0910012. The left-hand menu has 'Contact Details' circled in red. The main content area is titled 'Personal Details' and includes a 'Names' table.

Name	Type	
Salem State Student	Primary	>
Salem State Student	Preferred	>

To receive email emergency notifications, please follow steps 4-6. To receive them via SMS (text message) please follow steps 7-8.

4. Email: Under "Contact Details", click on the "+" button under "Email".

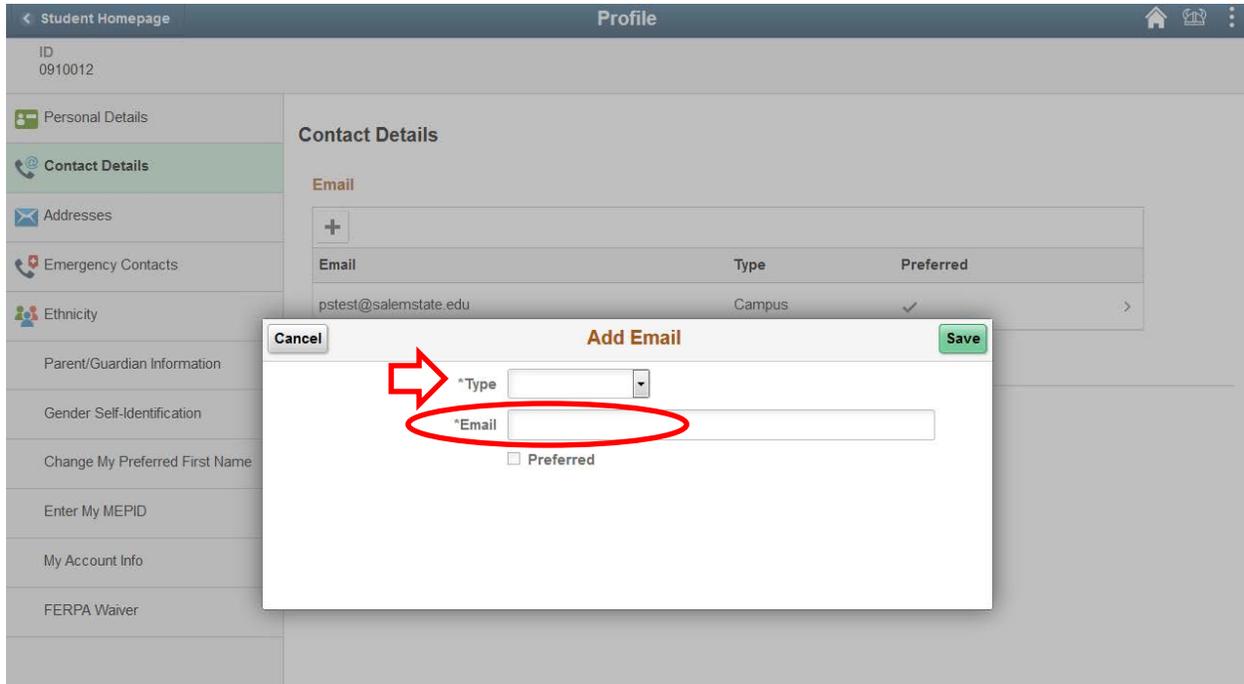


The screenshot shows the 'Profile' page with 'Contact Details' selected in the left-hand menu. A red arrow points to the 'Contact Details' header. In the 'Email' section, a '+' button is circled in red. Below it is a table with one email entry.

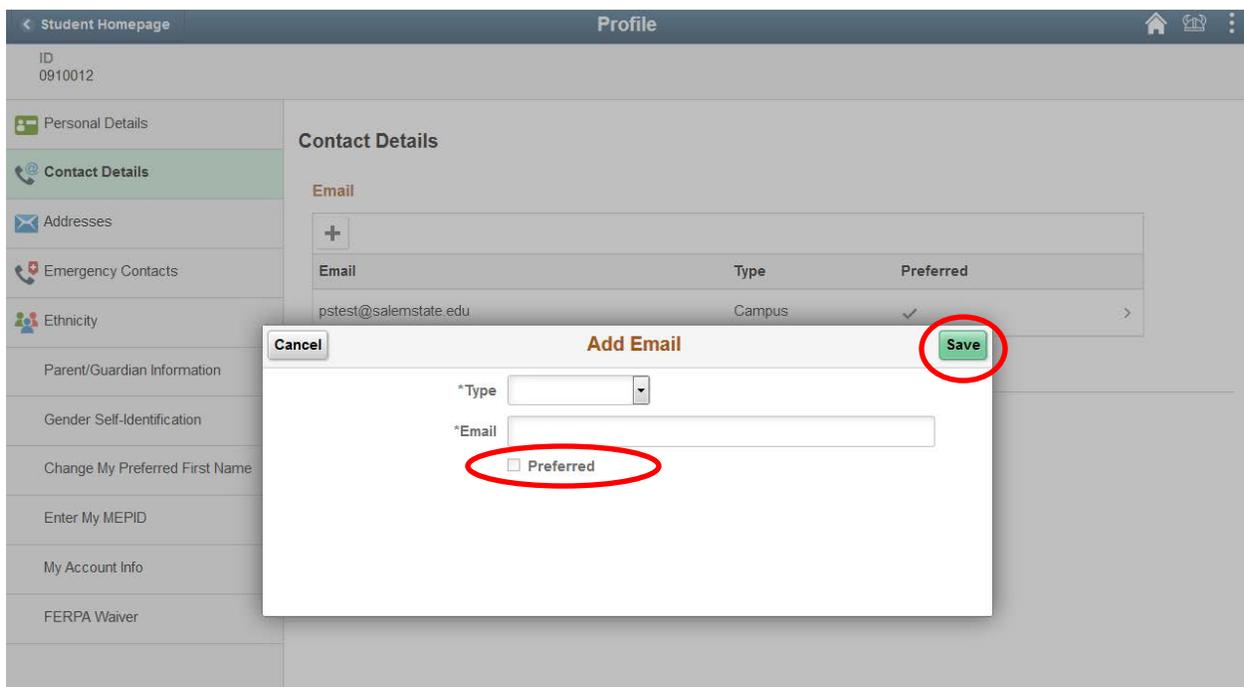
Email	Type	Preferred	
pstest@salemstate.edu	Campus	✓	>

The 'Phone' section below shows 'No phone numbers are defined.' and an 'Add Phone' button.

5. In the pop-up window, in the drop down menu next to *Type select the email type. Then, type in the email that you would like emergency notifications to be sent to in the box next to *Email.



6. You may indicate if this is your preferred email by clicking the check box next to "Preferred". Then, click "Save".



7. SMS (text message): Click the "Add Phone" button found under "Phone".

The screenshot shows the 'Profile' page for a student with ID 0910012. The left sidebar contains navigation options: Personal Details, Contact Details (selected), Addresses, Emergency Contacts, Ethnicity, Parent/Guardian Information, Gender Self-Identification, Change My Preferred First Name, Enter My MEPID, My Account Info, and FERPA Waiver. The main content area is titled 'Contact Details' and has an 'Email' section with a table containing one entry: pstest@salemstate.edu, Campus, and a checked 'Preferred' box. Below this is a 'Phone' section with the text 'No phone numbers are defined.' and a red circle around the 'Add Phone' button.

8. In the pop-up window, select your phone type in the drop-down menu next to *Type. Enter your phone number in the box provided next to *Phone Number.

Note: You may indicate if this is your preferred email by clicking the check box next to "Preferred". Then, click "Save" in the top right-hand corner of the pop up window.

The screenshot shows the 'Add Phone' pop-up window overlaid on the profile page. The window has a title bar with 'Cancel' and 'Save' buttons. The 'Save' button is circled in red. The form contains fields for '*Type' (a dropdown menu), 'Country Code', 'Phone Number', and 'Extension'. The 'Preferred' checkbox is checked and circled in red. Red arrows point to the '*Type' dropdown and the 'Phone Number' field.