

## **TEXT-MESSAGING OPT-IN**

From the UTM Home Page-

1. Go to **Main quick links** and click on **Banner Student Information**
2. Click on **Log-in for Students, Faculty, or Staff**
2. Then log into the banner system
3. Then click on **Personal Information**
4. Scroll to the bottom of the page and click on **Text Messaging Opt-in**
5. Enter the area code, first 3 numbers, and last 4 numbers of your cell phone in the appropriate boxes.
6. Hit the drop box and click on your **cell phone provider's name**
7. Then click on the opt-in level-(it is suggested you use **Emergencies**)
8. Then click on **submit**

Please be aware, that only **one** cell phone number can be entered per banner account. You cannot enter someone else's number from your banner account after you have entered your own number. If you do, your number will be removed.

If at some point you want to remove your number from the system, follow the same procedures as above. When you get to the opt-in level drop box (where you entered Emergencies before), click on DELETE and then click on submit and your number will be removed from the system.

Again remember, this system will only be used in an extreme emergency that presents an immediate threat to the campus. We will test the system periodically.