1. Sign into your MyFSU account
2. Under the “Student” tab, click on the “Life@KCAD” icon
3. Under the “Sign Up for Text Alerts” box, click where it says “Click here to Enroll in Emergency Text Alerts”
4. Enter your student ID number in the box labeled “User ID” and your birthdate in (MMDDYY) format in the box labeled “PIN” to log in.

5. After logging in, exit your browser and repeat steps 1-3.

- Please enter your User ID (student number/employee number) and Pin Number (MMDDYY).
- When finished, select Login.
- To protect your privacy, please Exit and close your browser when you are finished.

If you have any questions or problems, please call TAC at x-4822.

User ID: __________________
PIN: ___________________

Login  Forgot PIN?

RELEASE: 8.8
6. Click on the “Current” link under the “Mailing (HR/Student Employ)” heading OR select from drop-down menu to insert address.
7. To update your contact information, look at the boxes on the next page, making sure all the information is current.
8. To sign up for emergency text alerts, locate the section of the page shown below.

<table>
<thead>
<tr>
<th>Phone Type</th>
<th>Area Code</th>
<th>Phone Number</th>
<th>Ext.</th>
<th>International Access Code and Phone Number</th>
<th>Unlisted Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>123</td>
<td>4567890</td>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cell Phone</td>
<td></td>
<td></td>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Text Alert (mobile)</td>
<td></td>
<td></td>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telecom Device for the Deaf</td>
<td></td>
<td></td>
<td>OR</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9. 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.

10. Once you have finished updating your contact information in all of the boxes, click the “Submit” button.