



Getting Started: Set up your Profile

Your profile lets instructors and advisors know who you are and how to contact you. It also gives you control over how you wish to receive emails.

1. Click on the menu button (top left corner); click your name to expand the information, then click "Profile".

This is where you can customize your profile by **setting appointment reminders** and adding a secondary email address for receiving SupportNET emails (e.g. your mobile phone*).

FERPA standards protect student data.

Rowdy Redhawk [Last login: 'time/date']

Contact Information

Login: rowdy1s

Southeast Email: rowdy1s@semo.edu

Text Message: **SEE BELOW**

All notifications will be sent to your southeast email address.

Email Preference: Also send notifications to my text message address

Phone: 555-555-5555

Cell Phone: 555-555-5555

Alternate Email:

Time zone: (GMT-06:00) Central Time

Display all time zones

Weekly Updates

Send me a weekly status update about My Success Network

Reminder Preferences

Email me 30 minutes before the start of an appointment

Email me at 7:00 am the day of an appointment

NOTE: For security purposes your profile picture will default (and refresh nightly) as your Student ID photo.

Don't miss an appointment! Be sure to **set your Reminder Preferences** for 15-30 minutes (or more) before your appointment! You can also set a reminder to email you at 7:00 a.m. the day of your appointment!

*To set up SupportNET emails to your mobile phone or an alternate email address (in addition to your Southeast email address):

Text Message: cellnumber@[YourCarrier.xxx]

All notifications will be sent to your southeast email address.

Email Preference: Also send notifications to my text message address

- Enter the '**email address**' of your mobile phone in the **Text Message** field. This address will be a combination of your phone number plus carrier information. Click the more information icon (📱) for a list of common carriers and email address formats. (Note: you can leave this field blank OR use to set up an alternate email address if you do not want to receive text messages – messages will always go to your Southeast email too)

Optional: Check the **Also send notifications to my text message address** radio button.

Receive notifications on your mobile phone:

Enter the email address for your mobile phone as indicated below for each provider, e.g., 8885551212@txt.att.net

- AT&T: cellnumber@txt.att.net
- Verizon: cellnumber@vtext.com
- T-Mobile: cellnumber@tmomail.net
- Sprint PCS: cellnumber@messaging.sprintpcs.com
- Virgin Mobile: cellnumber@vmobl.com
- US Cellular: cellnumber@email.uscc.net
- Nextel: cellnumber@messaging.nextel.com
- Boost: cellnumber@myboostmobile.com
- Alltel: cellnumber@message.alltel.com

* Required fields

Close

2. Once you have made your desired changes to your profile, click the **Submit** button to save your updates.