When you register for classes, you will be prompted to manage your Valencia Alerts. All Valencia students are automatically enrolled to receive emergency alerts. You may also opt in to receive "outreach messages"—reminder alerts from the business office, financial aid and others that can be sent to you via text message or personal email. To opt in to receive outreach messages, follow the steps below.

1. Log into your Atlas account.

2. Go to the **Courses** tab:

3. Click on **Registration** in the **Registration** channel:
4. Click on **Register for Classes**

5. Click on **Step 2: Check Your Registration Status**:
6. From the drop down menu, select the term for which you wish to register:

7. Click Submit and your Registration Status page will display:
How To Opt In for Valencia Alerts Outreach Messages When Registering for Classes

8. Click on Registration: Add/Drop Courses:

   View Holds □ Registration: Add/Drop Courses

9. Read and Accept the Valencia College Student Enrollment Agreement:
10. After clicking I Accept, the Valencia Alerts page will display:
How To Opt In for Valencia Alerts Outreach Messages When Registering for Classes

Valencia Alerts

* required fields

Step 1 of 2 - Update your Contact info.

<table>
<thead>
<tr>
<th>Cell Phone Number</th>
<th>(  )</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>No active home phone number available.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Phone Number</td>
<td>(  )</td>
<td></td>
</tr>
</tbody>
</table>

Mailing Address

<table>
<thead>
<tr>
<th>*Street Line 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Line 2</td>
</tr>
<tr>
<td>*City</td>
</tr>
<tr>
<td>*State Alabama</td>
</tr>
<tr>
<td>*Zip</td>
</tr>
</tbody>
</table>

Click this button to Save and...

**Go to Step 2 of 2 - Update your Alerts Info**
or **Opt Out of Receiving Alerts (Not Recommended)**

Note to Students: If any of the following information is incorrect, please visit one of the Answer Centers on Campus.

First Name: Charli
Middle Initial:
Last Name: Atlas
Gender:
Marital Status:
Citizen/Legal Status:
Birth Date:
Ethnicity:
Race:
Graduation Date: 07-30-2014

a. Review the information on this page and make any necessary updates to your telephone and address information (this will update the information on your student record as well).

11. Click on **Go to Step 2 of 2—Update your Alerts Info**: 
12. Click OK:

![Screenshot of the message: The page at https://ssb-01.valenciacollege.edu:8050 says: Navigating to Step 2 of 2... Make sure to check Outreach to receive all non-emergency messages.]

13. If you are a new Valencia student, review your pre-loaded information and click **Next** (if you are a current/returning student, skip this step):
How To Opt In for Valencia Alerts Outreach Messages When Registering for Classes

Find Contact  |  Tell Us About Yourself  |  Set Your Subscriptions  |  Set Your Preferences

1  |  2  |  3  |  4

Viewing pre-loaded data for Charli Atlas....

The following data was pre-loaded by VALENCIA COLLEGE.

Please select to apply any pre-loaded contact information to your profile. You may choose to Skip this step and enter your contact information manually on the next page.

catlas@mail.valenciacollege.edu  
☑ YES, this is mine

WARNING: Items not selected above will be excluded from communication.

14. If you have additional phone numbers or e-mail addresses that you would like to add, you may do so now:
How To Opt In for Valencia Alerts Outreach Messages When Registering for Classes

Please let us know how you would like us to reach you by providing your contact information below. Then go to Subscriptions to select the notifications you would like to receive.

a. To add an address, click on the Add Address icon ( ▶️)

Language Preferences

English  Save

Next
How To Opt In for Valencia Alerts Outreach Messages When Registering for Classes

i. Select the additional address type (note: this address will not be added to your Valencia student record):
   ii. Enter the address fields indicated
   iii. Click next to verify the address
   iv. Click Save

b. To add an e-mail address, click on the Add Email icon

i. Enter the additional e-mail address in the field indicated (note: this e-mail address will not be added to your Valencia student record)
ii. Click Save
c. To add a telephone number, click on the Add Phone icon ( ).

   i. Enter your phone number in the Phone Number field (include your area code and do not use dashes) and use the drop down in the Label field to select the phone number type (note: this phone number will not be added to your Valencia student record).
   
   ii. Choose the type of message you would like to receive (voicemail, text, etc.).
   
   iii. Click Save.

2. Verify your Language Preference:

   Language Preferences ▼
   
   ![Language Preferences](English)
   
   Save

3. After reviewing and/or adding your contact information, click Next.

15. Select any additional Valencia Alerts and/or Outreach Notifications you wish to subscribe to and click Next:
16. Review the methods of communication (phone, e-mail, and/or text message) you would like to receive for each of the Outreach Notifications you have subscribed to (all types of communication—e-mail, text message, and voicemail—will be sent by default):
How To Opt In for Valencia Alerts
Outreach Messages When Registering for Classes

1. Find Contact
2. Tell Us About Yourself
3. Set Your Subscriptions
4. Set Your Preferences

Tell us how you would like to be reached. To indicate your preferences, mouse over each notification to edit.

<table>
<thead>
<tr>
<th>VALENCIA COLLEGE</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Outreach</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Winter Park Campus Alerts</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

a. To change your Notification Types, click on the edit icon (edit) next to the Notification.
b. Choose the type(s) of communication—e-mail, text message, voicemail—you wish to receive for that Notification and click Save:

<table>
<thead>
<tr>
<th>VALENCIA COLLEGE</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Outreach</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>edit</td>
</tr>
<tr>
<td>Receive important, non-emergency outreach messages about your community.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>edit</td>
</tr>
<tr>
<td>407-582-5000</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:Dallas@yahoo.com">Dallas@yahoo.com</a></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>407-582-5000</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

17. Click Done and the following page will appear:
18. To log out of Blackboard Connect, click the down arrow next to your name in the upper right corner of the screen and select **sign out**:

19. Your Atlas session should still be active in another tab on your browser. Return to Atlas and either sign out of Atlas or continue on to register for classes.
How To Opt In for Valencia Alerts Outreach Messages When Registering for Classes

Step 1: Select Term
Step 2: Check Your Registration Status
Step 3: Register for Classes/Withdraw from Classes
Step 4: Registration Fee Assessment
Step 5: View Account Balance and Pay Fees Online
Look-up Classes to Add

Credit Class Schedule
Search/Click Here
Look up class schedule for upcoming term before registration begins! Click Here to view the Class Search tutorial.

Registration
Check your registration status; add or drop classes; withdraw from courses; make an online payment; display your class schedule

Student Records
View your holds; display your grades, transcripts and degree audit evaluations; request official transcripts; review charges and payments to your account

Financial Aid
https://fafsa.ed.gov/
Apply for Financial Aid; review the status of your financial aid applications; check status of document requirements; review loans.
If upon clicking, you do not see links below you have no Financial Aid record. Apply for Financial Aid by visiting https://fafsa.ed.gov/