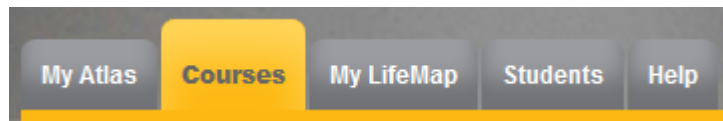


How To Opt In for Valencia Alerts Outreach Messages When Registering for Classes

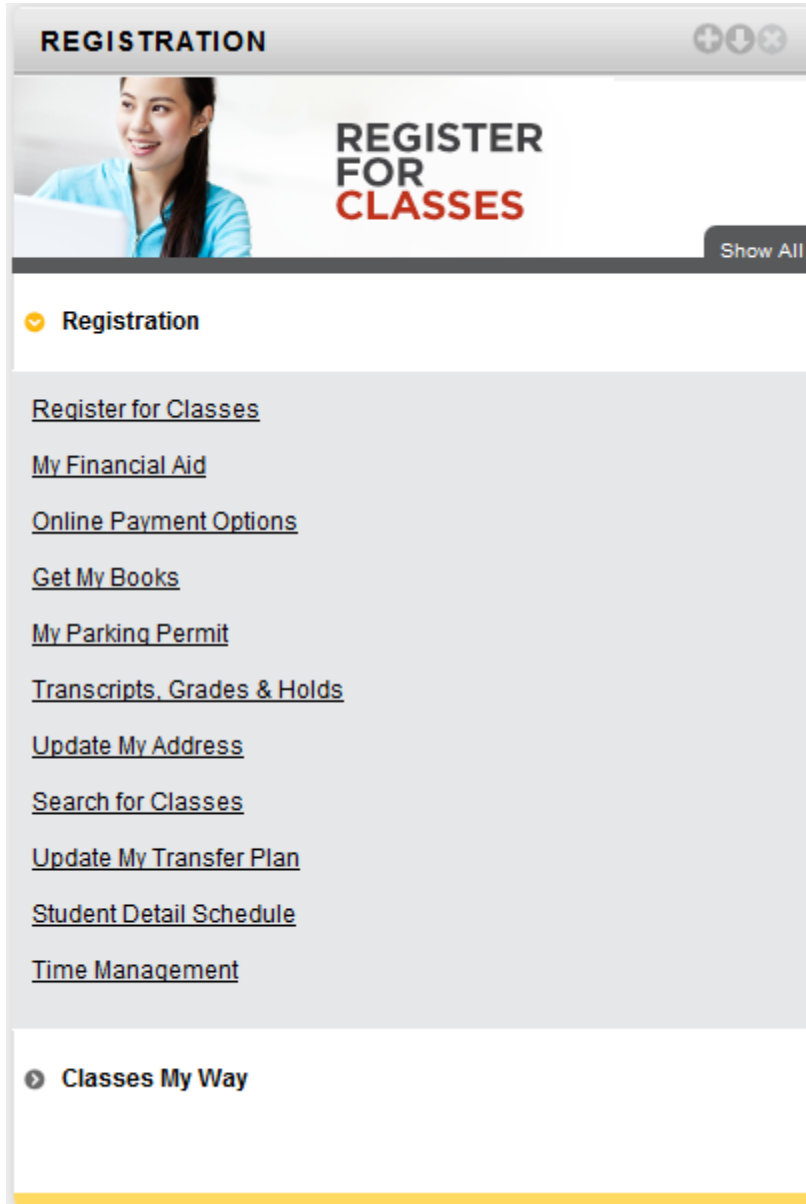
When you register for classes, you will be prompted to manage your Valencia Alerts. All Valencia students are automatically enrolled to receive emergency alerts. You may also opt in to receive “outreach messages”—reminder alerts from the business office, financial aid and others that can be sent to you 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:

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



4. Click on **Register for Classes**
5. Click on **Step 2: Check Your Registration Status:**

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

<p>Credit Class Schedule Search Click Here Look up class schedule for upcoming term before registration begins! Click Here to view the Class Search tutorial.</p>	<p>Registration Check your registration status; add or drop classes; withdraw from courses; make an online payment; display your class schedule</p>	<p>Student Records View your holds; display your grades, transcripts and degree audit evaluations; request official transcripts; review charges and payments to your account</p>	<p>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/.</p>
<ul style="list-style-type: none"> ▪ 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 ▪ Student Schedule by Day & Time ▪ Student Detail Schedule 			

6. From the drop down menu, select the term for which you wish to register:

Select Term

V03443269 Charli Atlas
Jul 17, 2014 04:35 pm
Printer Friendly Version

Home > Student & Financial Aid > Registration > Step 1: Select Term

From the drop-down box below, select the term for which you wish to register or make payment then click submit.

Note: If you are making an online payment, make sure to select the term in which you have registered for courses. If payment (i.e. credit) is applied to the wrong term you may be dropped from your courses for non-payment.

Select a Term:

7. Click **Submit** and your **Registration Status** page will display:

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

Your Registration Status for

Home > Student & Financial Aid > Registration > Step 2: Check Your Registration Status

V03443269 Charli Atlas5
 Fall 2014 Credit Courses
 Jul 17, 2014 04:40 pm
Printer Friendly Version

i Information about your registration status is displayed below. Your Time Ticket, Holds, Academic Standing, Student Status, Class, and Curriculum may prevent you from registering or restrict you from the courses you can select.

To view a more thorough explanation of this information, [click here](#)

Note: If two time slots are indicated, the first time slot indicates your **Advanced Registration** time. After your first time slot ends, you will not be able to register or adjust your schedule until the second registration time listed.

You may register during the following times

From	Begin Time	To	End Time
Jun 04, 2014	11:30 pm	Jun 06, 2014	11:30 pm
Jun 07, 2014	11:30 pm	Dec 14, 2014	11:30 pm

✔ You have no Holds which prevent registration.

✔ Your Academic Standing permits registration.

✔ Your Student Status permits registration.

Your Class for registration purposes is Freshman.

Curriculum Information

Current Program

Associate in Arts Degree

Level: Credit

Program: AA: General Studies

Admit Term: Spring 2014 Credit Courses

Catalog Term: Spring 2014 Credit Courses

College: Advanced and Professional

Major: AA General Studies

[View Holds](#) ■ [Registration: Add/Drop Courses](#)

8. Click on **Registration: Add/Drop Courses:**

[View Holds](#) ■ [Registration: Add/Drop Courses](#)

9. Read and Accept the **Valencia College Student Enrollment Agreement:**

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

Valencia College Student Enrollment Agreement

Student VID:
Student Name: Charli Atlas

Acknowledgement

I understand, by checking the **I ACCEPT AND AGREE** box below, I am agreeing to all terms and conditions set forth in the **(Student Enrollment Agreement)** [click here](#) and agree to the incorporation of any other related documents. I enter into this Enrollment Agreement with full knowledge of its legal implications and without coercion and/or promises made to me by the college. I also agree and acknowledge that prior to agreeing to the Enrollment Agreement, I had the right and option to discuss the terms and conditions herein with a private attorney at my sole expense.

I ACCEPT I ACCEPT AND AGREE to the above terms of this Enrollment Agreement

(You may continue with the registration process)

EXIT I DO NOT ACCEPT the above terms of this Enrollment Agreement

(You will be unable to proceed with the registration process)

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.

Cell Phone Number	() -
No active home phone number available.	
Home Phone Number	() -

Mailing Address

*Street Line 1

Street Line 2

*City

*State

*Zip

Click this button to Save and...

Go to Step 2 of 2 - Update your Alerts Info

or

Click this button to Save and...

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

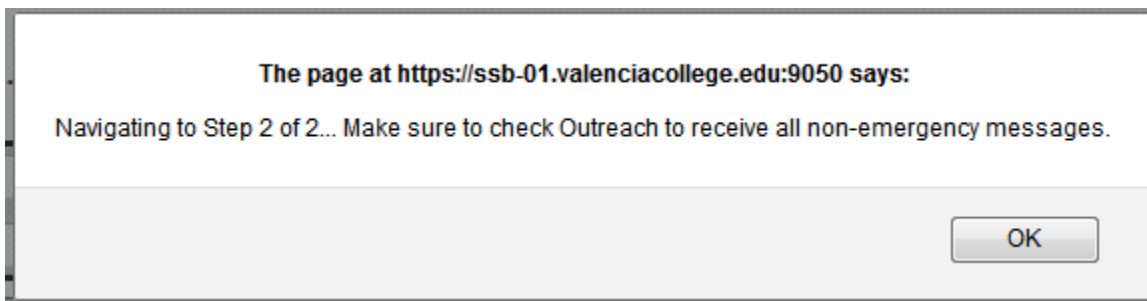
- a. Review the information on this page and make any necessary updates to your telephone and address information (this will update the information on your student record as well).

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

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

Go to Step 2 of 2 - Update your Alerts Info

12. Click OK:



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.

Next

Skip

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

Find Contact

Tell Us About Yourself

Set Your Subscriptions

Set Your Preferences

1

2

3

4

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.



catlas@mail.valenciacollege.edu

E-mail Address

Language Preferences i

English

Save

Next



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

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

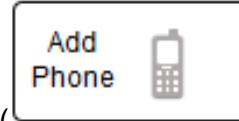
- i. Select the additional address type (note: this address will not be added to your Valencia student record):
- ii. Enter the address fields indicated
- iii. Click next to verify the address
- iv. Click Save



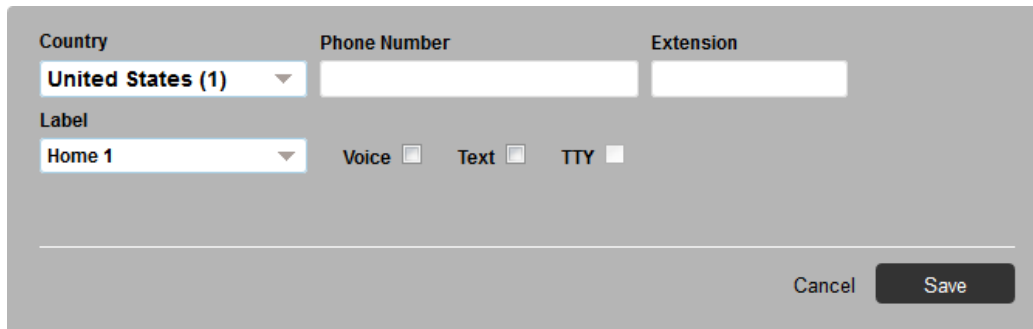
- b. To add an e-mail address, click on the Add Email icon ()

- 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

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



c. To add a telephone number, click on the Add Phone icon ()



The form contains the following fields and options:

- Country:** United States (1) (dropdown menu)
- Phone Number:** (text input field)
- Extension:** (text input field)
- Label:** Home 1 (dropdown menu)
- Message Type Selection:**
 - Voice
 - Text
 - TTY
- Buttons:** Cancel and Save

- 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 i



The form shows a dropdown menu with "English" selected and a "Save" button.

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:

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

Check the box next to each notification you would like to receive.

Expand All | Collapse All

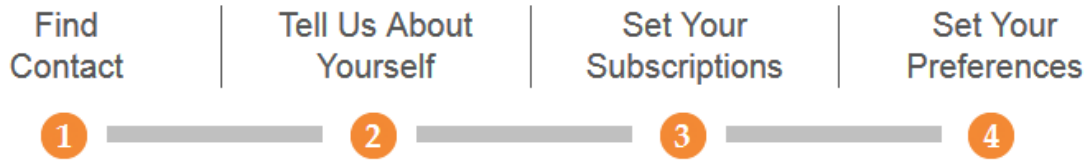
- ▶ **VALENCIA COLLEGE**
 - Emergency
 - Outreach
 - District Office Alerts
 - East Campus Alerts
 - Lake Nona Campus Alerts
 - Osceola Campus Alerts
 - School of Public Safety Alerts
 - West Campus Alerts
 - Winter Park Campus Alerts
- ▶ **VALENCIA COLLEGE ADMISSIONS**
 - Outreach
- ▶ **VALENCIA COLLEGE BUSINESS OFFICE**
 - Outreach
- ▶ **VALENCIA COLLEGE STUDENT AFFAIRS**
 - Outreach
- ▶ **VALENCIA COLLEGE TRANSITIONS PLANNING**
 - Outreach

Back

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



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

VALENCIA COLLEGE				
Outreach	✓	✓	✓	edit
Winter Park Campus Alerts	✓	✓	✓	edit

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

All Voice
 All Email
 All Text
 407-582-5000
 callas@yahoo.m...
 407-582-5000

Cancel **Save**

17. Click Done and the following page will appear:

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

VALENCIA **ALERTS**
Emergency Messaging System

Welcome to the Valencia Alert emergency communication system. Emergency messages will be sent to you using your preferred method of contact.

Charli Atlas

If you have further questions, please contact the help desk at 407-582-5555 or via email at oithelp@valenciacollege.edu.

VALENCIA COLLEGE
[Edit contact information](#)

RSS Feed

- Look at me! 14 selfies of the week
- What a shot! 35 sports photos
- Inside rebel tunnels in Homs
- Voices from Ukraine
- Water dries up ahead of World Cup

RSS Feed

- Look at me! 14 selfies of the week
- What a shot! 35 sports photos
- The week in 26 photos
- Would you live in a house like this?
- 13,000-year-old teen was American

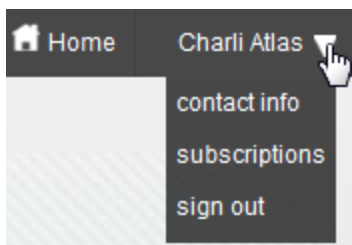
[Older Messages](#)

Hi Charli Atlas,
Thank you for registering with Valencia College.
Your account email address is: catlas@mail.valenciacollege.edu.

You may [Click Here](#) to manage all of your contact information and subscription preferences.

Sincerely,
Valencia College
Account Administration

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

<p>Credit Class Schedule Search Click Here Look up class schedule for upcoming term before registration begins! Click Here to view the Class Search tutorial.</p>	<p>Registration Check your registration status; add or drop classes; withdraw from courses; make an online payment; display your class schedule</p>	<p>Student Records View your holds; display your grades, transcripts and degree audit evaluations; request official transcripts; review charges and payments to your account</p>	<p>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/.</p>
<ul style="list-style-type: none"> ▪ 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 ▪ Student Schedule by Day & Time ▪ Student Detail Schedule 			