


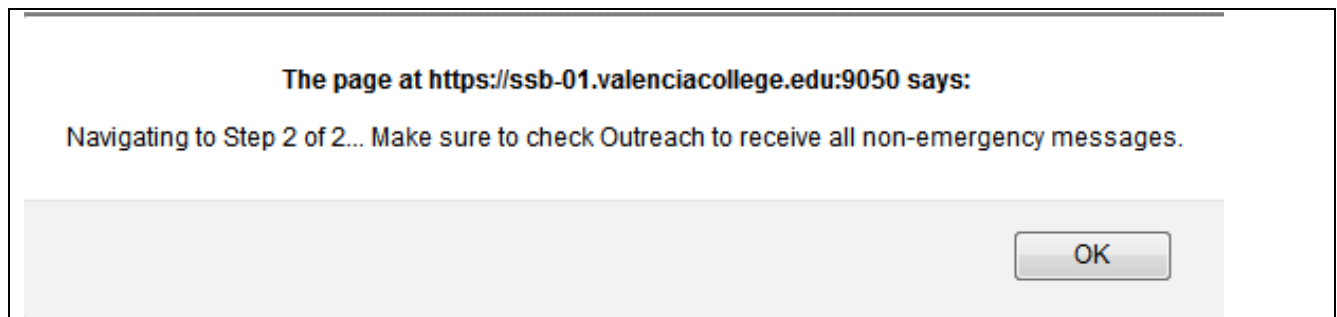
All Valencia students are automatically enrolled to receive emergency alerts. If you would also like to receive “outreach messages”—reminder alerts from the business office, financial aid and others that can be sent to you via text message or personal email—follow the steps below to opt in.

1. Log into **Atlas**
2. On the **My Atlas** tab, click on **Update Your Contact Information** inside the **Valencia Alerts** channel.
3. Review the information that displays on the **Valencia Alerts** page and make any necessary updates or corrections to your Contact Information.
4. Click on the **Go to Step 2 of 2—Update your Alerts Info** button:



Go to Step 2 of 2 - Update your Alerts Info

5. Click **OK** when prompted and you will be directed to the Blackboard Connect website:



6. Click **Next**:

Find Contact

Tell Us About Yourself

Set Your Subscriptions

Set Your Preferences

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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

7. Your Atlas e-mail will already display but you can also add other e-mail addresses, telephone numbers, and/or physical addresses (Please Note: your student record will not be updated with this information. You must update your telephone and physical address information in your Atlas account):


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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.

Add Address 

Add Email 

Add Phone 

 **catlas@mail.valenciacollege.edu**
E-mail Address

Language Preferences ?

English ▼

Save

Next

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




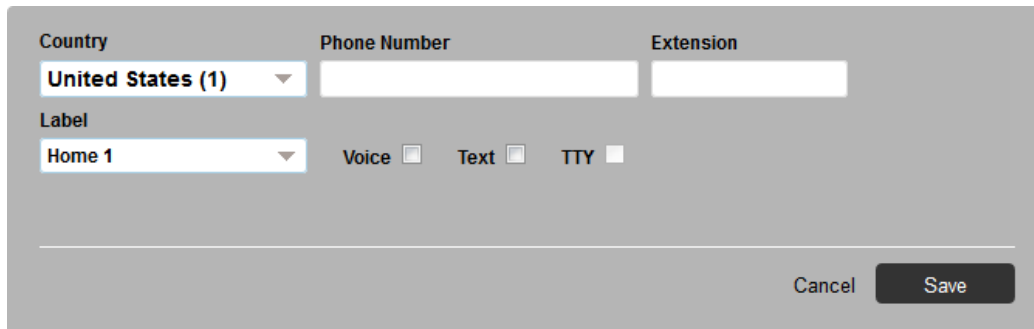
- i. Select the additional address type by clicking the drop down arrow in the **Label** field (note: this address will not be added to your Valencia student record):
 - ii. Enter the address fields indicated
 - iii. Click Next to verify the address
 - iv. Click Save



- 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 for the phone number (voicemail, text message, and/or TTY)
- iii. Click Save

8. Select your **Language Preference** and click Save:

Language Preferences



9. Review the information you added and click Next:

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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.


Add Address




Add Email



Add Phone






407-582-5000
Work 1


Voice

Text


TTY



catlas@yahoo.mail.com
E-mail Address



catlas@mail.valenciacollege.edu
E-mail Address



1800 S. Kirkman Road
Orlando, FL 32811
Orange
United States
Home Address

Language Preferences i

English

▼

Save

Next

10. Select the Valencia Alerts and/or Outreach Notifications you wish to subscribe to and click Next:

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

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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

11. Select 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):

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

1 2 3 4

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

Notification	Voice	Email	Text	Action
VALENCIA COLLEGE				
Outreach	✓	✓	✓	edit
Winter Park Campus Alerts	✓	✓	✓	edit

- Click on the edit icon (edit) 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:

VALENCIA COLLEGE

Outreach

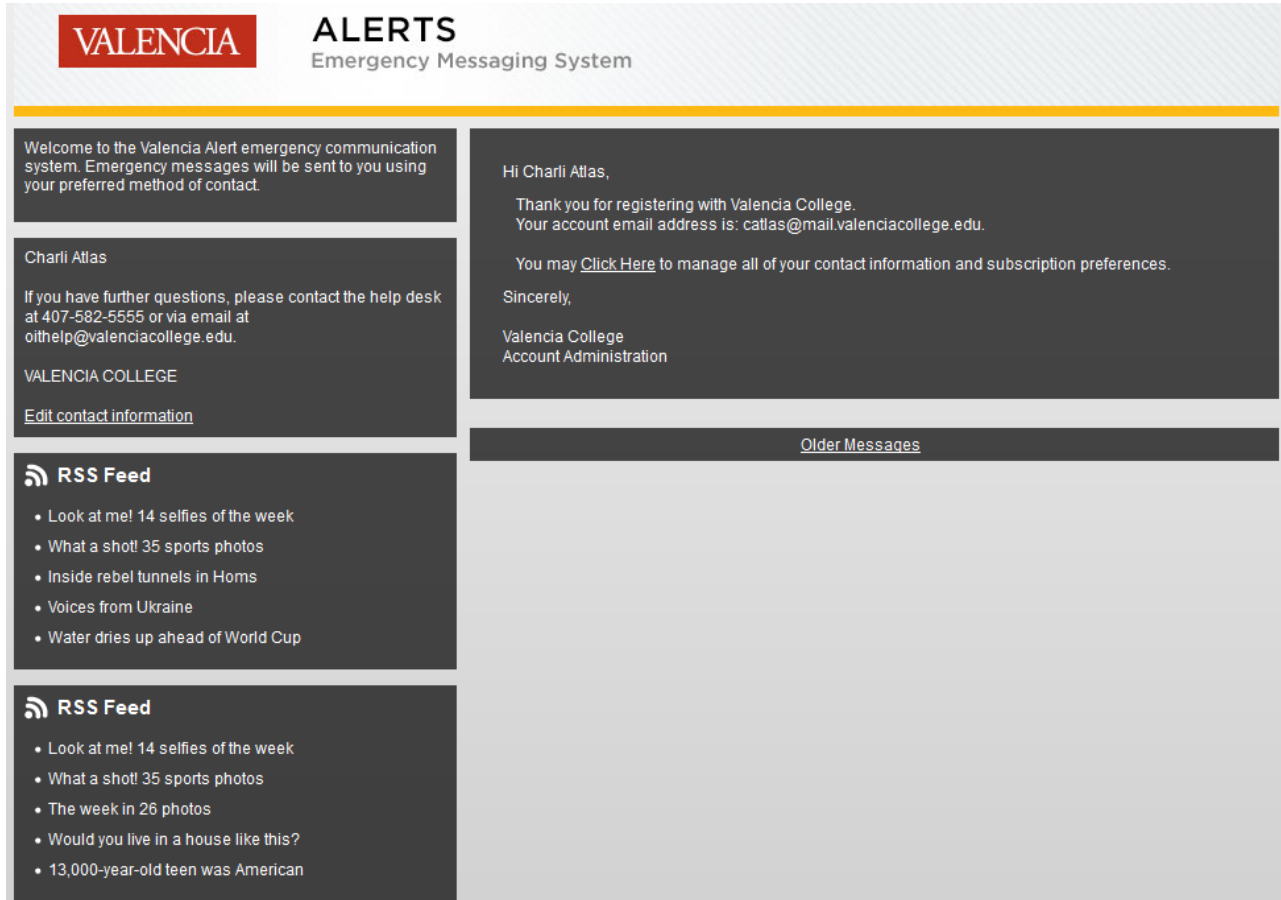
Receive important, non-emergency, outreach messages about your community.

<input checked="" type="checkbox"/> All Voice	<input checked="" type="checkbox"/> All Email	<input checked="" type="checkbox"/> All Text
<input checked="" type="checkbox"/> 407-582-5000	<input checked="" type="checkbox"/> catlas@yahoo.m...	<input checked="" type="checkbox"/> 407-582-5000

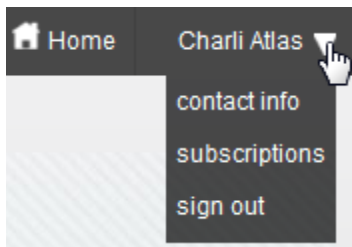
Cancel Save

Winter Park Campus Alerts ✓ ✓ ✓

12. Click Done and the following page will appear:



13. 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**:



14. Your Atlas session may 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.

<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 			