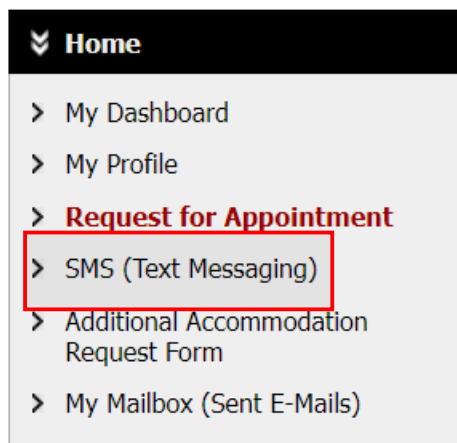# How to Enable Text Message Notifications for Appointments, Notetaking, Equipment Returns and More!

- To get started with enabling text messaging notifications log into Aims.

  - Note: The account information will be the same your school email address information.

- Once you are logged into your account there will be a box to the left that states "HOME". In that box there will be a tab that states, "SMS (Text Messaging)". Click on that tab.

- The link will open a new page prompting you to enter your cell phone number and ask for permission to send text messages to your phone. Make sure that the box reads "Yes" and that you enter in the phone number you would like to use for text message reminders.

- After you type in the information there will box below that reads "Update your Preference". Click on this box.

SMS (TEXT MESSAGING) PREFERENCE

⚠️ **IMPORTANT MESSAGE REGARDING SMS (TEXT MESSAGING) FEATURE**

Message and data fees may apply based on individual carrier and data/text messaging plans.

To **cancel** your enrollment, go to My Dashboard - SMS (Text Messaging) and set **No** for **SMS (Text Messaging) Permitted**.

Cell Phone Information

SMS (Text Messaging) Permitted: Yes ∨

Must show "Yes" in order to enable text message reminders are sent to your phone.

Cell Phone Number *: 11111111111

Hint: Enter 10-digit number only.

Two Factor Authentication

Reminders:

- By enabling this feature, our system will send an authentication code to your phone when you are accessing our system outside the approved IP address ranges.

- If you **have changed** your phone number, it is important to update your information as soon as possible.

- If you **have lost** your phone, please disable SMS (Text Messaging) temporarily until you have access to your phone services.

Important Note: if you are planning to enroll, our system will send you a test text message. If you have not received it within 1 hour, please check with your phone carrier and your phone email address.

Update Your Preference   **Back to My Dashboard**

- A new page will open confirming that your request for text message reminders has been updated. If the prompt does not show up, please try the process again.

SMS (TEXT MESSAGING) PREFERENCE

✅ **SYSTEM UPDATE IS SUCCESSFUL**

The system has successfully processed your request.

- You have successfully enabled text message reminders!!!