Text Messaging Phone Types Design
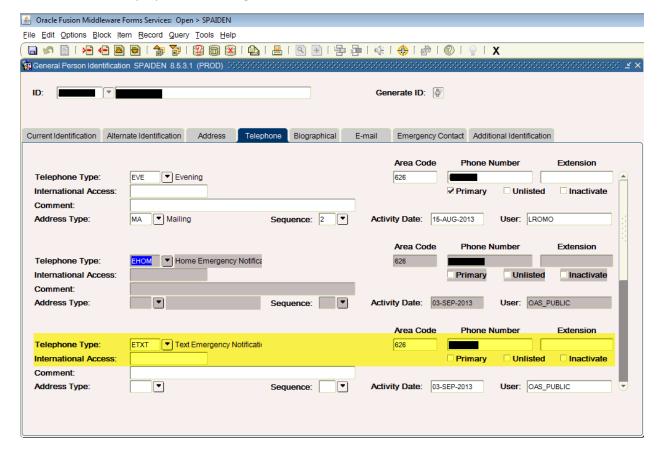
Banner Modifications

Create new telephone codes (SPRTELE_TELE_CODE) to maintain the different types of text messages a user (student or employee) wishes to receive.

- FAXT – Financial Aid text messages
- ARXT – Admissions and Records text messages
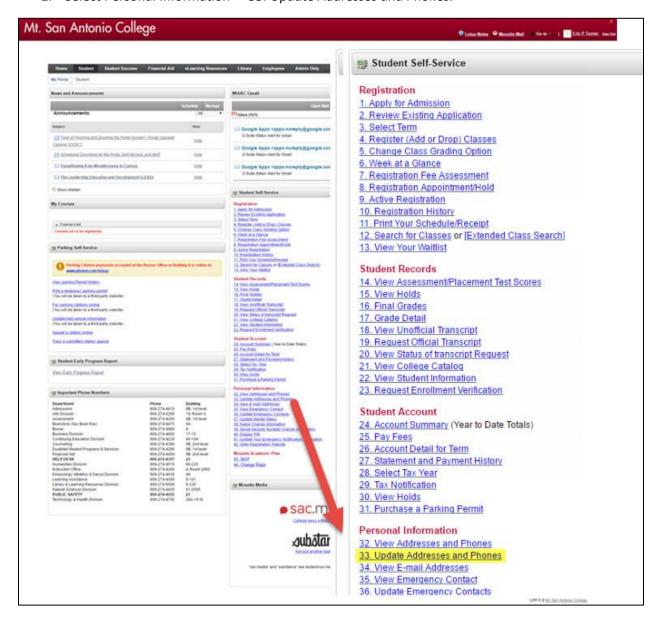- INXT- Instruction (Enrollment) text messages
- EMPT – Employee text messages

Telephone code updates will occur under the following 3 circumstances:

1. Manual update by a student/employee via the Mt SAC portal.
2. Student applications completed via CCC Apply authorizing receipt of text messages.
3. Opt-out procedures provided at the end of each text message received.

Portal Updates

For students:

1. Log on to your Mt SAC portal account.
2. Select Personal Information -> *33. Update Addresses and Phones.*

3. Click on the Current or Primary hyperlink.

4. From the drop down list, select the preferred text message phone type code and enter a valid mobile phone number.

For Employees:

1. Log on to your Mt SAC portal account.
2. Select Employee Services.

3. From the Personal Information tab, select *Update Addresses and Phones*.
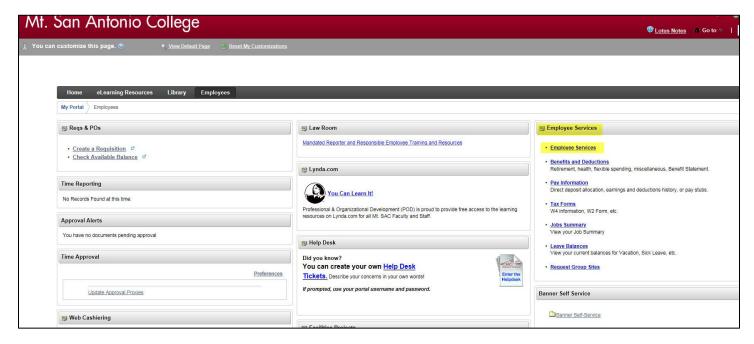

4. Click on the Current or Primary hyperlink.

5. From the drop down list, select the preferred text message phone type code and enter a valid mobile phone number.
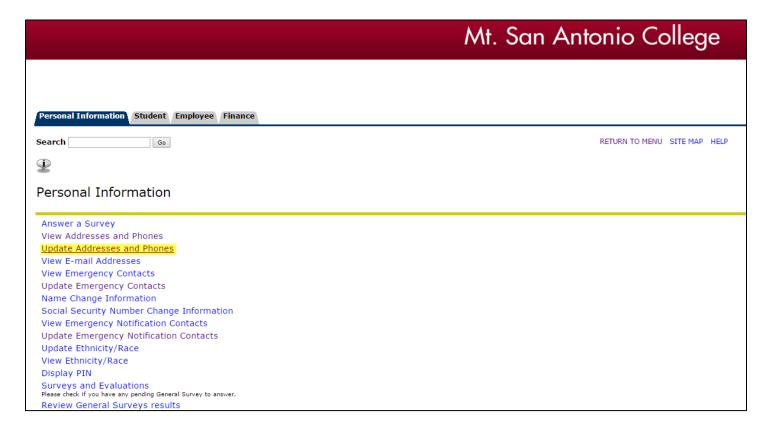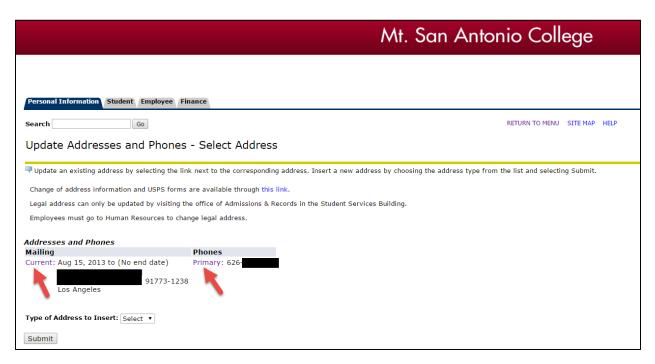6. Submit changes.

Text Messaging Phone Types Design

Search [_____] [Go]   RETURN TO MENU   SITE MAP   HELP

Update Addresses and Phones - Update/Insert

💬 Required fields on address update or insert are Valid From This Date, Address Line 1, City, State or Province, and ZIP or Postal Code; all other fields are optional. If Nation is entered, only Address Li
to change the Valid From This Date value. Do not enter anything in the **"Until This Date MM/DD/YYYY"** field.

Mailing

Valid From This Date:MM/DD/YYYY	[_____]
Until This Date:MM/DD/YYYY	[_____]
Address Line 1:	[_____]
Address Line 2:	[_____]
Address Line 3:	[_____]
City:	[_____]
State or Province:	Not Applicable ▼
ZIP or Postal Code:	[_____]
County:	Not Applicable ▼
Nation:	Not Applicable ▼
Delete this Address:	☐

Primary Phone Number For This Address:

Area Code	Phone Number	Extension		International Access Code and Phone Number	Unlisted
[____]	[_____]	[_____]	OR	[_____]	☐

Phone Type	**Area Code**	**Phone Number**	**Ext.**		**International Access Code and Phone Number**	**Unlisted**	**Delete**
Select ▼	[____]	[____]	[____]	OR	[_____]	☐	☐
Select ▼	[____]	[____]	[____]	OR	[_____]	☐	☐
Select ▼	[____]	[____]	[____]	OR	[_____]	☐	☐
Select ▼	[____]	[____]	[____]	OR	[_____]	☐	☐
Select ▼	[____]	[____]	[____]	OR	[_____]	☐	☐

[Submit] [Reset]

[Select a Different Address to Update]

Dropdown list:
- Select
- AP FAX
- Alt Emergency Notificatation
- Business or work
- Cell Emergency Notification
- Cellular
- Day
- Disbursements
- Emergency Contact
- Emergency TDD
- Evening
- Fax
- Home Emergency Notification
- On Campus
- Student Primary Text
- Student Secondary Text
- Text Emergency Notification