

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

The screenshot displays the Oracle Fusion Middleware Forms Services interface for SPAIDEN. The 'Telephone' tab is selected, showing three telephone entries. The first entry is highlighted in yellow.

Telephone Type	Area Code	Phone Number	Extension	Primary	Unlisted	Inactivate	Activity Date	User
EVE Evening	626	[Redacted]		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15-AUG-2013	LROMO
EHOM Home Emergency Notificati	626	[Redacted]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03-SEP-2013	OAS_PUBLIC
ETXT Text Emergency Notificati	626	[Redacted]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03-SEP-2013	OAS_PUBLIC

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.

Text Messaging Phone Types Design

Portal Updates

For students:

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

Mt. San Antonio College

Student Self-Service

Registration

1. Apply for Admission
2. Review Existing Application
3. Select Term
4. Register (Add or Drop) Classes
5. Change Class Grading Option
6. Week at a Glance
7. Registration Fee Assessment
8. Registration Appointment/Hold
9. Active Registration
10. Registration History
11. Print Your Schedule/Receipt
12. Search for Classes or [Extended Class Search]
13. View Your Waitlist

Student Records

14. View Assessment/Placement Test Scores
15. View Holds
16. Final Grades
17. Grade Detail
18. View Unofficial Transcript
19. Request Official Transcript
20. View Status of transcript Request
21. View College Catalog
22. View Student Information
23. Request Enrollment Verification

Student Account

24. Account Summary (Year to Date Totals)
25. Pay Fees
26. Account Detail for Term
27. Statement and Payment History
28. Select Tax Year
29. Tax Notification
30. View Holds
31. Purchase a Parking Permit

Personal Information

32. View Addresses and Phones
33. **Update Addresses and Phones**
34. View E-mail Addresses
35. View Emergency Contact
36. Update Emergency Contacts

Important Phone Numbers

Department	Phone	Building
Admissions	909-274-4415	98, 1st level
Advising	909-274-4290	16, Room 2
Assessment	909-274-4235	98, 1st level
Bookstore (San Jose Mac)	909-274-4475	94
Bursar	909-274-4950	4
Business Division	909-274-4900	17, 1st
Continuing Education Division	909-274-4220	49, 1st
Counseling	909-274-4280	98, 2nd level
Counselor Student Programs & Services	909-274-4280	98, 1st level
Financial Aid	909-274-4450	98, 2nd level
HELP DESK	909-274-4957	23
Humanities Division	909-274-4570	99, 225
Institution Office	909-274-4200	4, Room 2405
Kinesiology, Athletics & Service Division	909-274-4530	48
Learning Assistance	909-274-4300	9-101
Library & Learning Resources Division	909-274-4650	9-225
Natural Sciences Division	909-274-4425	91, 2005
PURGE SAFETY	909-274-4955	23
Technology & Health Division	909-274-4750	204, 1010

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College news online

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Text Messaging Phone Types Design

- Click on the Current or Primary hyperlink.

Mt. San Antonio College

Personal Information

Student

Employee

Finance

Search

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Update Addresses and Phones - Select Address

Update an existing address by selecting the link next to the corresponding address. Insert a new address by choosing the address type from the list and selecting Submit.

Change of address information and USPS forms are available through [this link](#).

Legal address can only be updated by visiting the office of Admissions & Records in the Student Services Building.

Employees must go to Human Resources to change legal address.

Addresses and Phones

Mailing

Current: Aug 15, 2013 to (No end date)

Los Angeles

91773-1238

Phones

Primary: 626-

Type of Address to Insert:

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

Text Messaging Phone Types Design

Personal Information Student Employee Finance

Search

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 Line 1 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:
ZIP or Postal Code:
County:
Nation:
Delete this Address: ☐
Primary Phone Number For This Address:

Area Code	Phone Number	Extension	International Access Code and Phone Number	Unlisted
<input type="text"/>	<input type="text"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>

Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select a Different Address to Update

Select

AP FAX
Alt. Emergency Notification
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

For Employees:

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

Text Messaging Phone Types Design

Mt. San Antonio College

You can customize this page. View Default Page Reset My Customizations

Home eLearning Resources Library Employees

My Portal Employees

Reqs & POs

- Create a Requisition
- Check Available Balance

Time Reporting

No Records Found at this time.

Approval Alerts

You have no documents pending approval

Time Approval

Update Approval Proxies

Web Cashiering

Law Room

Mandated Reporter and Responsible Employee Training and Resources

Lynda.com

You Can Learn It!

Professional & Organizational Development (POD) is proud to provide free access to the learning resources on Lynda.com for all Mt. SAC Faculty and Staff.

Help Desk

Did you know?
You can create your own [Help Desk Tickets](#). Describe your concerns in your own words!
If prompted, use your portal username and password.

Employee Services

- Employee Services**
- Benefits and Deductions**
Retirement, health, flexible spending, miscellaneous, Benefit Statement.
- Pay Information**
Direct deposit allocation, earnings and deductions history, or pay stubs.
- Tax Forms**
W4 information, W2 Form, etc.
- Jobs Summary**
View your Job Summary
- Leave Balances**
View your current balances for Vacation, Sick Leave, etc.
- Request Group Sites**

Banner Self Service

Banner Self-Service

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

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Personal Information Student Employee Finance

Search Go

RETURN TO MENU SITE MAP HELP

Personal Information

- Answer a Survey
- View Addresses and Phones
- Update Addresses and Phones**
- View E-mail Addresses
- View Emergency Contacts
- Update Emergency Contacts
- Name Change Information
- Social Security Number Change Information
- View Emergency Notification Contacts
- Update Emergency Notification Contacts
- Update Ethnicity/Race
- View Ethnicity/Race
- Display PIN
- Surveys and Evaluations
- Please check if you have any pending General Survey to answer.
- Review General Surveys results

4. Click on the Current or Primary hyperlink.

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Mt. San Antonio College

Personal Information

Student

Employee

Finance

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Go

RETURN TO MENU

SITE MAP

HELP

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Addresses and Phones

Mailing

Phones

Current: Aug 15, 2013 to (No end date)

Primary: 626- [REDACTED]

[REDACTED] 91773-1238

[REDACTED]

Los Angeles

Type of Address to Insert:

Select

Submit

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

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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 Line 1 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:

ZIP or Postal Code:

County:

Nation:

Delete this Address:

Primary Phone Number For This Address:

Area Code

Phone Number

Extension

OR

International Access Code and Phone Number

Unlisted

Phone Type

Area Code

Phone Number

Ext.

OR

International Access Code and Phone Number

Unlisted

Delete

Submit

Reset

Select a Different Address to Update

Select

AP FAX

Alt Emergency Notification

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