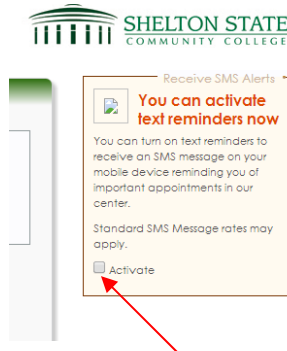


# Directions for Activating SMS Text Message Alerts in the Online Appointment System

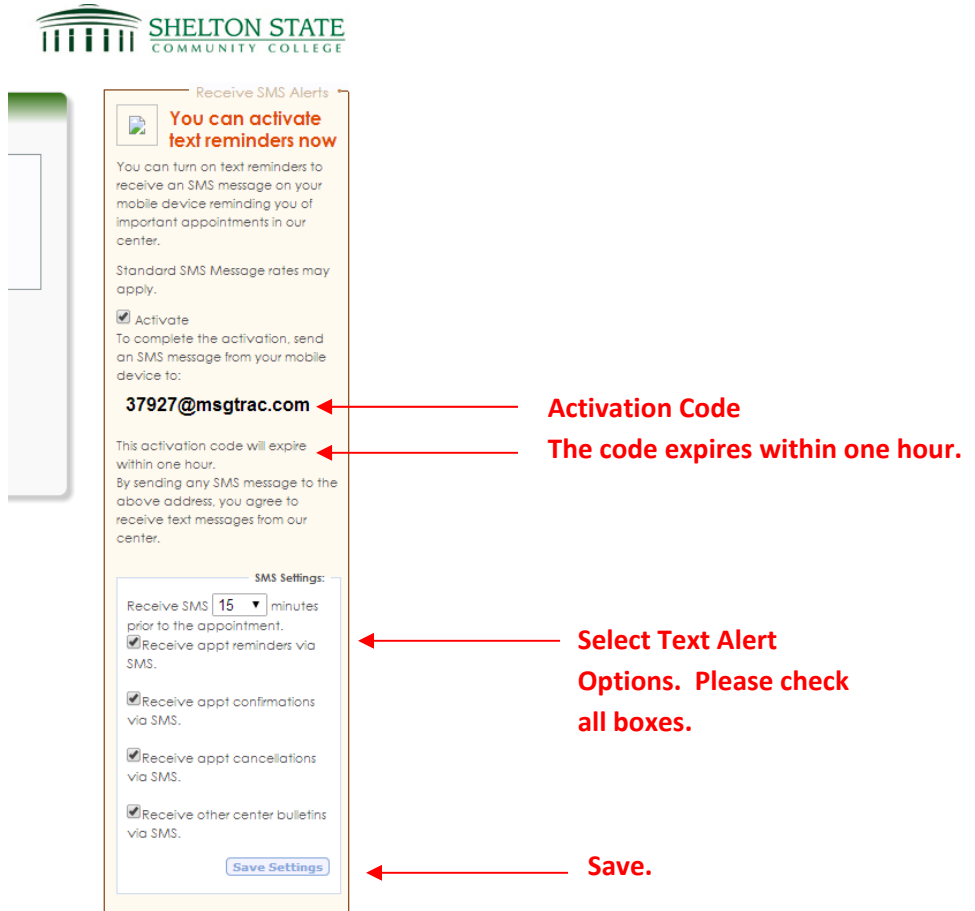
*Note: Google Chrome is the recommended browser to use with the online appointment system.*

**Disclaimer: When a student activates text messaging, the student agrees that he/she would like to receive the Text Alerts from the Trac application and that he/she is responsible for any and all text messaging rates imposed by his/her service provider.**

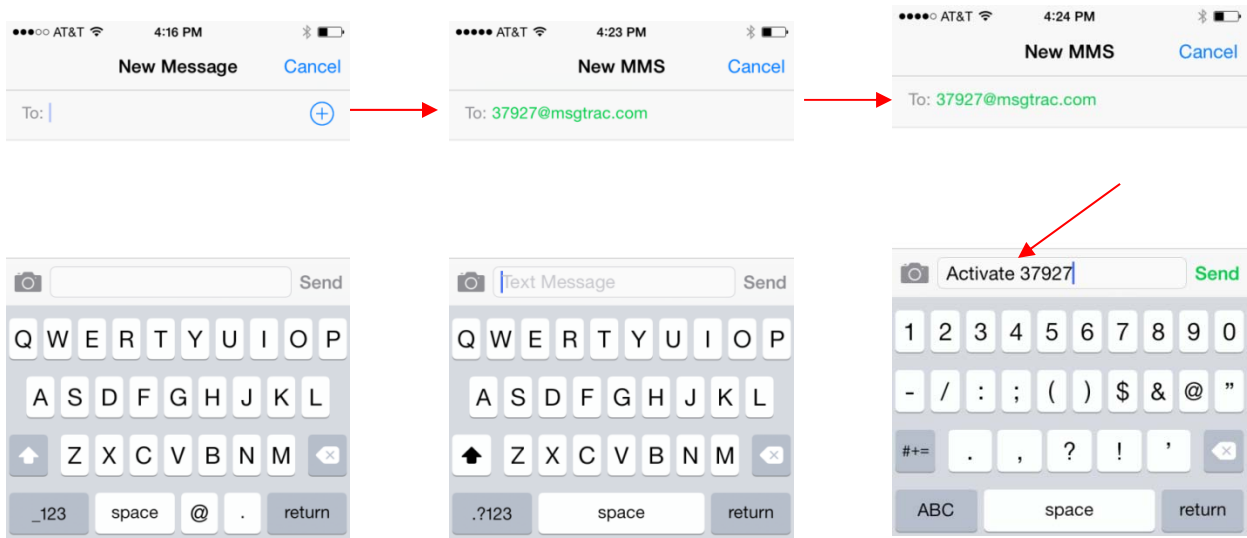
1. Click on the "Activate" checkbox to begin the set up process.



2. The Text Alert setup options now appear and you will receive a unique Activation Code. The Activation Code is requested from the server at msgtrac.com, so it may take a few seconds to generate. The code is a unique email address that is set up to accept text messages. **The Activation Code will expire within one hour.** **If your code expires, you must start the process from the beginning.**
3. Choose how many minutes in advance of your appointment you would like to receive a Text Alert regarding your appointments and choose if you would like to receive bulletins via Text Alert as well.
4. Click Save Settings to complete this step.



5. To complete the setup process for the Text Alerts, you must send a text message from your mobile device to the email address provided with the unique code. The body of the text message has no bearing or effect on the setup and activation process.



6. Once the text message has been sent, Trac application will send a confirmation message to you to let you know that your account is now set up to receive Text Alerts.

