

## Instructions – Sign Up For Text Messaging

By signing up for text messaging, standard text message rates will apply. Text messages are intended as reminders; always verify obligations by checking the appropriate location on the ATSU Website. **NOTE:** If you are a pre-paid cell phone user, such as Trakfone, you will need to find the cell phone carrier your phone is associated with.

1. Go to <http://freecarrierlookup.com>
2. Enter your cell phone number with area code
3. Press the Cellphone Info button
4. The carrier will be listed. Use this carrier name for signing up for text messaging

### *Log in to the ATSU CampusVue Student Portal*

1. Open a web browser and navigate to [my.atsu.edu](http://my.atsu.edu).
2. Log in using your ATSU username and password.
3. Navigate to **Resources > Academic Resources Menu**, and then click on **Campus Nexus Student Portal**.

### *Find the My Profile Center*

1. From the menu on the left-hand side of your screen, click on the **My Profile>My Information**.
2. Select the blue SMS Tab, and then click Edit at the bottom.
3. Enter your Mobile Phone Number, select Enable SMS Messaging, View and Accept Disclaimer and then select your Mobile Provider and Save.

The screenshot shows the ATSU CampusVue Student Portal interface. The header includes the ATSU logo and the text "A.T. STILL UNIVERSITY FIRST IN WHOLE PERSON HEALTHCARE". The left sidebar contains a menu with items like "Campus Info", "Academics", "My Profile", "My Calendar", "My Message Center", "My Information", "Message Center", "My Account", "Award Letter", "My Documents", "External Links", and "Financial Aid Links". The "My Profile" and "My Information" items are highlighted with red arrows. The main content area is titled "My Information" and includes a warning about editing personal information. Below this, there are tabs for "Personal", "Addresses", "SMS", and "Additional Information". The "SMS" tab is selected and highlighted with a red arrow. The "SMS" tab content includes a "Required Field" label, a "Mobile Phone" input field, an "Enable SMS Messaging?" checkbox with a "Yes" option, a "View Disclaimer" button, and an "Edit" button at the bottom.

**IMPORTANT:** If you change mobile phone numbers or carriers, you can use this screen to update your information.