



# ITS Alerts and Advisories Subscription Service

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## Current Systems Status

The Division of Information Technology Services (ITS) maintains the ITS Alerts and Advisories website which provides timely notices on network and system outages, planned system maintenances, virus alerts, and e-mail scams. All current and archived alerts and advisories are available online at <http://www.calstatela.edu/its/alerts/>. The website also includes a subscription service. This handout provides instructions on how to subscribe to ITS Alerts and Advisories, modify an existing subscription, and cancel a subscription.

## Subscribing to ITS Alerts and Advisories

By requesting a subscription, you can have notices sent directly to your e-mail or mobile device.

To subscribe to ITS Alerts and Advisories:

1. Open a web browser and navigate to <http://www.calstatela.edu/its/alerts/>.
2. In the **Subscription Service** section, click the **Log in** link. The login dialog box opens (see Figure 1).

NOTE: The login dialog box will vary depending on the version of the operating system you use.

3. In the **User name** field, type your domain followed by a backslash (i.e., **nis\** or **csla\**) and your NIS or CSLA user name.
4. In the **Password** field, type your password.

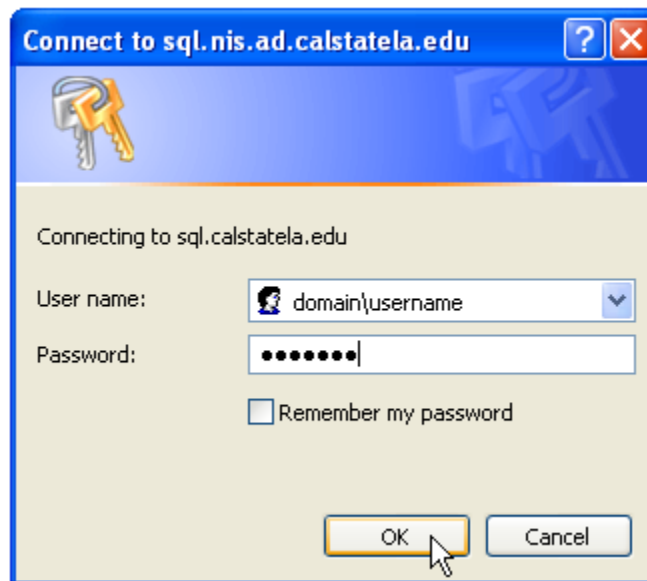


Figure 1 – Windows XP Login Dialog Box

5. Click the **OK** button. The **Subscriptions** page displays (see Figure 2).
6. In the **Full Name** field, type your full name (i.e., first and last name).
7. In the **E-mail** field, type your e-mail address. To enter multiple e-mail addresses, separate each address with a semicolon (;).

## Subscriptions

Enter the information requested below to subscribe to the categories selected. New alerts and updates to previously posted alerts will be sent to the e-mail and the mobile device addresses you provide.

Follow this link for [instructions](#) on how to subscribe, modify, and cancel a subscription.

Full Name:	<input type="text" value="Jane Doe"/>
E-mail:	<input type="text" value="jdoe@calstatela.edu"/> (Please separate multiple e-mail addresses by a ";")
Mobile E-mail:	<input type="text" value="3233436170@txt.att.net"/>
<input checked="" type="checkbox"/> Network & System Outages <input checked="" type="checkbox"/> Network & System Status <input checked="" type="checkbox"/> Planned System Maintenance <input checked="" type="checkbox"/> Scams <input checked="" type="checkbox"/> Virus Alerts	
<input type="button" value="Subscribe"/> <input type="button" value="Unsubscribe All"/>	

**Figure 2 – Subscription Form with Subscriber Details**

8. If you have a cell phone that receives SMS, type your cell phone number followed by the at sign (@) and the domain name of your cell phone carrier in the **Mobile E-mail** field (see Table 1 for a list of popular carriers and their domain names).

NOTE: If your carrier is not listed in the table below, please contact them to find out what domain name to use.

**Table 1 – Cell Phone Carriers and Their Domain Names**

Cell Phone Carrier	Domain Name
Alltel	phonenumber@message.alltel.com
AT&T	phonenumber@txt.att.net
Cingular	phonenumber@cingularme.com
Metro PCS	phonenumber@MyMetroPcs.com
Nextel	phonenumber@messaging.nextel.com
Powertel	phonenumber@ptel.net
Sprint	phonenumber@messaging.sprintpcs.com
SunCom	phonenumber@tms.suncom.com
T-Mobile	phonenumber@tmomail.net
US Cellular	phonenumber@email.uscc.net
Verizon	phonenumber@vtext.com
Virgin Mobile	phonenumber@vmobl.com

9. Select the check box next to each category you would like to subscribe to (see Figure 2).
10. Click the **Subscribe** button. A confirmation page displays (see Figure 3). You will receive an e-mail message confirming your subscription. If you entered a cell phone number on the **Subscriptions** page, a text message will be sent to your phone confirming your subscription.

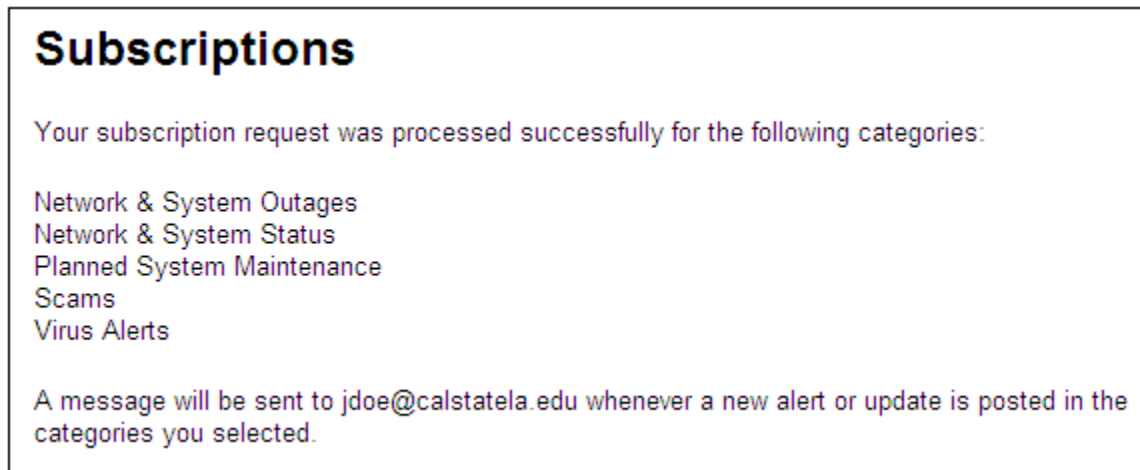


Figure 3 –Subscription Confirmation Page

11. Close the web browser window.

Each time a new alert is issued or an update is made to an existing alert, the full text of the alert will be sent to the e-mail address you provided, and an abbreviated version of the alert will be sent to your mobile device.

## Modifying an Existing Subscription

You can easily modify your existing subscription through the ITS Alerts and Advisories website.

To modify your subscription:

1. Visit the **ITS Alerts and Advisories** website (<http://www.calstatela.edu/its/alerts/>) and log in to the system. Your existing subscription displays (see Figure 2).
2. Do the following:
  - To add one or more categories to your existing subscription, select the check box next to each category you would like to subscribe to.
  - To remove one or more categories from your existing subscription, deselect the check box next to each category you would like to unsubscribe from.
3. Click the **Subscribe** button to save your changes. A confirmation page displays.
4. Close the web browser window.

## Cancelling a Subscription

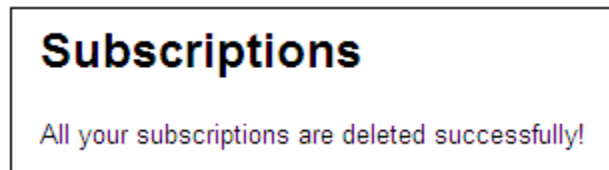
You can cancel your subscription at any time if you no longer wish to receive notices from the ITS Alerts and Advisories website.

To cancel your subscription:

1. Visit the **ITS Alerts and Advisories** website (<http://www.calstatela.edu/its/alerts/>) and log in to the system. Your existing subscription displays (see Figure 2).

NOTE: You can also click the **Cancel My Subscription** link located at the bottom of an ITS Alerts and Advisories e-mail message.

2. Click the **Unsubscribe All** button to unsubscribe from all categories and be completely removed from the subscription distribution list. A confirmation page displays (see Figure 4).



**Figure 4 – Subscription Cancellation Confirmation Page**

3. Close the web browser window.