ITS Alerts and Advisories Subscription Service

Winter 2013, Version 2.1

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Introduction

Information Technology Services (ITS) maintains the ITS Alerts and Advisories website which provides timely notices on network and system outages, planned system maintenance, virus alerts, and e-mail scams. All current and archived alerts and advisories are available online at http://sql.calstatela.edu/itsalerts/. 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. Launch a web browser and go to the ITS Alerts and Advisories website (http://sql.calstatela.edu/itsalerts/).
2. In the Subscription Service section, click the Log in link. An authentication dialog box opens (see Figure 1).
   
   NOTE: The authentication dialog box will vary depending on the web browser you use and the version of your operating system.

3. In the User name field, type your domain followed by a backslash (\) and your myCSULA Identity user name.
4. In the Password field, type your myCSULA Identity password.
5. Click the OK button. The Subscription form displays (see Figure 2).
6. In the Full Name field, type your full name.
7. In the E-mail field, type your e-mail address. Separate multiple e-mail addresses with a comma (,).
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 (e.g., 3233436170@txt.att.net).

NOTE: Table 1 includes a list of popular carriers and their domain names. If your carrier is not listed in the table, please contact them to find out what domain name to use.

<table>
<thead>
<tr>
<th>Cell Phone Carrier</th>
<th>Domain Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alltel</td>
<td><a href="mailto:phonenumber@message.alltel.com">phonenumber@message.alltel.com</a></td>
</tr>
<tr>
<td>AT&amp;T</td>
<td><a href="mailto:phonenumber@txt.att.net">phonenumber@txt.att.net</a></td>
</tr>
<tr>
<td>Metro PCS</td>
<td><a href="mailto:phonenumber@mymetropcs.com">phonenumber@mymetropcs.com</a></td>
</tr>
<tr>
<td>Sprint</td>
<td><a href="mailto:phonenumber@messaging.sprintpcs.com">phonenumber@messaging.sprintpcs.com</a></td>
</tr>
<tr>
<td>T-Mobile</td>
<td><a href="mailto:phonenumber@tmomail.net">phonenumber@tmomail.net</a></td>
</tr>
<tr>
<td>US Cellular</td>
<td><a href="mailto:phonenumber@email.uscc.net">phonenumber@email.uscc.net</a></td>
</tr>
<tr>
<td>Verizon</td>
<td><a href="mailto:phonenumber@vtext.com">phonenumber@vtext.com</a></td>
</tr>
<tr>
<td>Virgin Mobile</td>
<td><a href="mailto:phonenumber@vmobl.com">phonenumber@vmobl.com</a></td>
</tr>
</tbody>
</table>

9. Select the check box next to each category you would like to subscribe to.

10. Click the Subscribe button. A confirmation page displays. You will also receive an e-mail message confirming your subscription. If you entered a cell phone number on the Subscription form, a text message will be sent to your cell phone confirming your subscription.

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 using the ITS Alerts and Advisories website.

To modify your subscription:
1. Launch a web browser, go to the [ITS Alerts and Advisories website](http://sql.calstatela.edu/itsalerts/), and log in to the system. Your existing subscription displays.
2. Do the following:
   - To add one or more categories to your subscription, select the check box next to each category you would like to subscribe to.
   - To remove one or more categories from your subscription, clear 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**

There are two ways to cancel your subscription. You can click the **Cancel My Subscription** link at the bottom of any ITS Alerts and Advisories message or follow the steps below.

To cancel your subscription:
1. Launch a web browser, go to the [ITS Alerts and Advisories website](http://sql.calstatela.edu/itsalerts/), and log in to the system. Your existing subscription displays.
2. Click the **Unsubscribe All** button to unsubscribe from all categories and be completely removed from the subscription distribution list. A confirmation page displays.
3. Close the web browser window.